

Unofficial Transcript

Concept

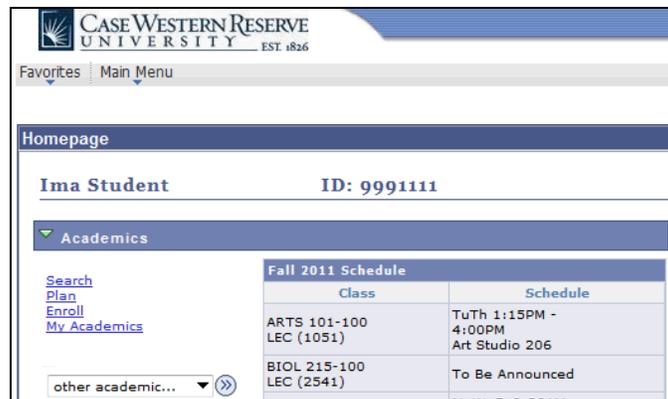
This topic will demonstrate how students can generate and access an unofficial transcript in the SIS.

Please note: Official transcripts can be obtained through the online system on the University Registrar's website, case.edu/registrar

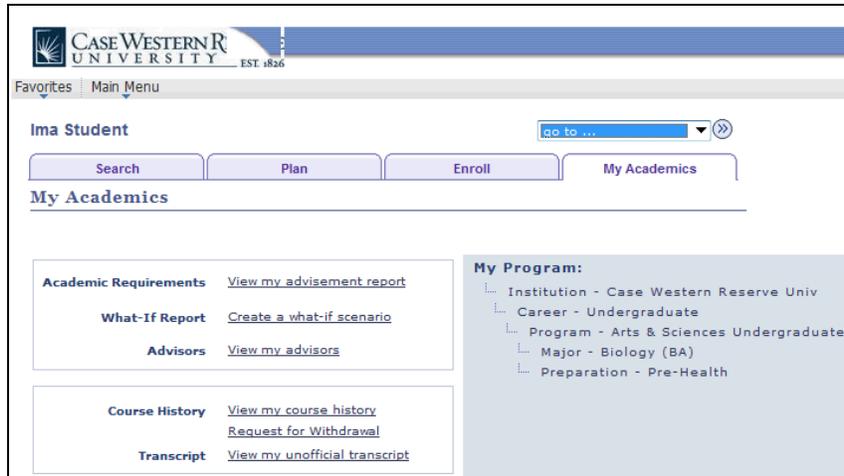
SIS_SC_UnofficialTranscript

Procedure

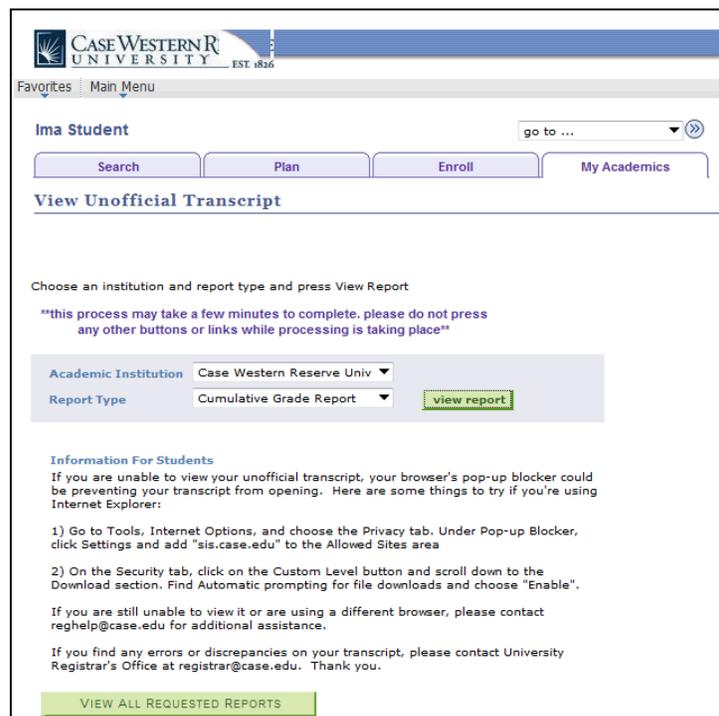
Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.



Step	Action
1.	The Student Center appears. Click the My Academics link. My Academics



Step	Action
2.	<p>The My Academics screen appears.</p> <p>Click the View my unofficial transcript link.</p> <p>View my unofficial transcript</p>



Step	Action
3.	The View Unofficial Transcript screen appears. Click the View report button. 

Optionally, click the **View All Requested Reports** button to see a list of unofficial transcripts previously generated in your Student Center.

Each time you click the **View Report** button, a new unofficial transcript is generated.

Step	Action
4.	The report begins to process. Do not click any other buttons - this will interrupt the report generation.

Student ID: 9991111		Case Western Reserve University		Page 1 of 2	
SSN: XXX-XX-2222		Cumulative Grade Report		08/02/2011	
Student Name: Ina Student					
Academic Program History					
Program:	Arts & Sciences Undergraduate Active in Program	Term GPA:	3.000	Term Totals	14.00
	01/19/2011: Biology (BA) Major	Cum GPA:	3.000	Cum Totals	14.00
42.000					
Transfer Credits					
Transfer Credit from Cuyahoga C C Eastern Applied Toward Undeclared Undergraduate Record					
Apr 2010					
Course	Description	Attempted	Earned	Grade	Points
CHEM 106	Principles of Chemistry II	3.00	3.00	B	9.000
MATH 126	Math/Calc Life/Man/Boo Sol II	4.00	4.00	C	8.000
PHED 21A	Hatha Yoga (1st Half)	0.00	0.00	P	0.000
PHED 21B	Hatha Yoga (2nd Half)	0.00	0.00	P	0.000
CHEM 113	Principles of Chemistry Lab	2.00	2.00	A	8.000
BIOL 216L	Organisms and Ecosystems Lab	1.00	1.00	A	4.000
BIOL 216	Organisms and Ecosystems	3.00	3.00	A	12.000
USBY 286N	The American Dream	3.00	3.00	A	12.000
Term GPA:		3.313	Term Totals	16.00	16.00
Cum GPA:		3.167	Cum Totals	30.00	30.00
96.000					
Sum 2010					
Course	Description	Attempted	Earned	Grade	Points
MATH 126	Math/Calc Life/Man/Boo Sol II	4.00	4.00	B	12.000
USBY 286T	Why We Believe Weird Things	3.00	3.00	A	12.000
ANTH 216	Intro to Medical Anthropology	3.00	3.00	A	12.000
Beginning of Undergraduate Record					
Fall 2009					
Course	Description	Attempted	Earned	Grade	Points
CHEM 106	Principles of Chemistry I	3.00	3.00	B	9.000
MATH 120	Elem Functions Analytic Geom	3.00	3.00	B	9.000
PHED 151	Personal Fitness	0.00	0.00	P	0.000
BIOL 216L	Cells and Proteins Laboratory	1.00	1.00	B	3.000
BIOL 216	Cells and Proteins	3.00	3.00	B	9.000
COOL 240	Multicultural Issues Human Com	3.00	3.00	B	9.000
FSTS 100	SABES Transfer Supplement	1.00	1.00	B	3.000
Term GPA:		3.600	Term Totals	10.00	10.00
Cum GPA:		3.275	Cum Totals	40.00	40.00
131.000					
Fall 2010					
Course	Description	Attempted	Earned	Grade	Points
ARTS 210	Enameling & Jewelry I	3.00	3.00	A	12.000
BIOL 256	Cell Biology	3.00	3.00	C	6.000
BIOL 362	Prin of Developmental Biology	3.00	3.00	B	9.000
CHEM 223	Intro to Organic Chemistry I	3.00	3.00	B	9.000
CHEM 253	Intro Organic Chemistry Lab I	2.00	2.00	B	6.000

Student Information System Process Document
Unofficial Transcript

Step	Action
5.	<p>The unofficial transcript will appear in a new internet browser window. If you have questions about the contents of your transcript, please contact your school or college.</p> <p>Please note: If nothing appears after the SIS browser window has finished processing, a pop-up blocker may have prevented the window from appearing. Disable your pop-up blocker and try to run the report again.</p>
6.	<p>This completes the process of viewing your unofficial transcript in the SIS.</p> <p>End of Procedure.</p>