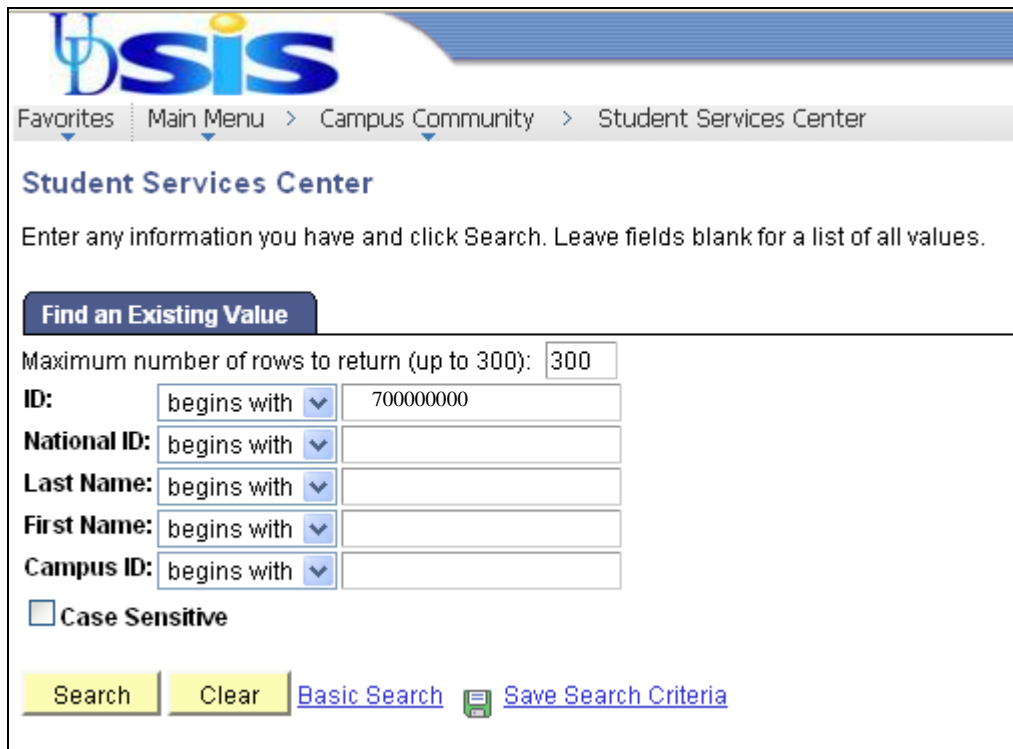


## Administrative Staff: Requesting and Printing Unofficial Transcripts

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### Requesting a transcript from Student Services Center

**Navigation:** Main Menu>Campus Community> Student Services Center



The screenshot shows the Student Services Center search page. At the top is the UDSIS logo and a breadcrumb trail: Favorites > Main Menu > Campus Community > Student Services Center. Below the breadcrumb is the heading "Student Services Center" and a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." A section titled "Find an Existing Value" contains a form with the following fields: "Maximum number of rows to return (up to 300):" with a text input containing "300"; "ID:" with a dropdown menu set to "begins with" and a text input containing "700000000"; "National ID:" with a dropdown menu set to "begins with" and an empty text input; "Last Name:" with a dropdown menu set to "begins with" and an empty text input; "First Name:" with a dropdown menu set to "begins with" and an empty text input; "Campus ID:" with a dropdown menu set to "begins with" and an empty text input. Below these fields is a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the form are four buttons: "Search" (yellow), "Clear" (yellow), "Basic Search" (blue), and "Save Search Criteria" (blue).

- Enter information to bring up student's record (search by ID number or name)
- Click on **Search**

Student, Sample ID: 70000000

student center general info admissions transfer credit academics finances

Sample's Student Center

Academics

My Class Schedule  
Registration & Drop/Add

Official Transcript  
Enrollment Verification

other academic...

- Academic Requirements
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

| Class                    | Schedule  |
|--------------------------|---|
| ECON 410-010 LEC (13715) | MoWeFr 11:15AM - 12:05PM<br>Purnell Hall Room 227 |
| ECON 422-010 LEC (12211) | TuTh 12:30PM - 1:45PM<br>Purnell Hall Room 231    |
| ECON 426-010 LEC (16371) | TuTh 9:30AM - 10:45AM<br>Purnell Hall Room 233A   |
| MATH 243-052 LEC (16655) | TuTh 5:00PM - 7:00PM<br>Ewing Hall Room 205       |
| MATH 302-011 LEC (7195)  | MoWeFr 12:20PM - 1:10PM<br>Ewing Hall Room 207    |
| MISY 261-010 LEC (10263) | MoWeFr 1:25PM - 2:15PM<br>Gore Hall Room 116      |

weekly schedule ▶

Holds

Disclosure Select  
Disclosure Select

Currency used is US Dollar. details ▶

To Do List

UD Math Placement Exam details ▶

Enrollment Dates

Enrollment Appointment  
You may begin enrolling for the 2012 Winter session on October 31, 2011.

- Select **Transcript: View Unofficial** and click the button to the right.

Your Name

Faculty Center Advisor Center Search

my advisees student center transfer credit academics

Unofficial Transcript

Sample Student

Choose an institution and report type and press View Report

"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"

Academic Institution University of Delaware

Report Type Unofficial Transcript

view report

This transcript is provided for faculty/staff use on a need to know basis. Information on the transcript is confidential and is for internal University of Delaware use only.

Students with coursework prior to September 1, 1971 should call the Registrar's Office, (302) 831-1554, for archived records.

VIEW ALL REQUESTED REPORTS

Faculty Center Advisor Center Search

My Advisees Student Center Transfer Credit Academics

Cancel

1. Choose **Unofficial Transcript** from the report type drop-down menu

2. Click on **View Report** to go to transcript OR
  3. To request previously run reports, click **View All Requested Reports**
  4. Click on **Cancel** to go back to advisee's (student) list
- *The unofficial transcript will appear in a separate pop-up window as a PDF. If you are having trouble viewing the transcript, check your pop-up blocker settings and be sure you have Adobe Reader or a similar program to read PDF files. See <http://www.udel.edu/it/help/popups.html> for more info.*

| UNIVERSITY OF DELAWARE            |   | Sample Student - 70000000 |            |                  |             | Unofficial Academic Record |                                      |               |            |  |
|-----------------------------------|---|---------------------------|------------|------------------|-------------|----------------------------|--------------------------------------|---------------|------------|--|
| Page 1 of 3                       |   |                           |            |                  |             |                            |                                      |               |            |  |
| Student Address:                  |   |                           |            |                  |             |                            |                                      |               |            |  |
| Print Date:                       |   | Sep 30, 2011              |            | Cum GPA          |             | 1.810                      |                                      | Cum Totals    |            |  |
| Institution Info:                 |   | University of Delaware    |            | Transfer Cum GPA |             | Transfer Totals            |                                      | 0.000         |            |  |
| Test Scores                       |   | Test Score                |            | Data Source      |             | Attempted Hrs              |                                      | Earned Hrs    |            |  |
| ACT                               | Composite                               | Jun 1, 2007               | 30.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| ACT                               | English                                 | Jun 1, 2007               | 30.00      | TST              |             |                            | 10.000                               |               | 14.000     |  |
| ACT                               | Math                                    | Jun 1, 2007               | 32.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| ACT                               | Reading                                 | Jun 1, 2007               | 28.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| ACT                               | Science Reasoning                       | Jun 1, 2007               | 31.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| CONVACT                           | Total                                   | Jun 1, 2007               | 2919.00    | ACB              |             |                            | 14.000                               |               | 25.334     |  |
| HIGHBAT                           | Math                                    | Jun 1, 2007               | 730.00     | ACB              |             |                            | 14.000                               |               | 25.334     |  |
| HIGHBAT                           | Total                                   | Sep 15, 2011              | 2030.00    | CMP              |             |                            | 14.000                               |               | 25.334     |  |
| HIGHBAT                           | Verbal                                  | Jun 1, 2007               | 690.00     | ACB              |             |                            | 14.000                               |               | 25.334     |  |
| HIGHBAT                           | Writing                                 | Jan 1, 2007               | 610.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | EBBAY Computer Based Test               | Jun 1, 2007               | 10.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | EBBAY Computer Based Test               | May 1, 2007               | 9.00       | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Math                                    | Jan 1, 2007               | 630.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Math                                    | May 1, 2007               | 670.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Subject 1                               | Jan 1, 2007               | 56.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Subject 1                               | May 1, 2007               | 56.00      | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Total                                   | Jan 1, 2007               | 1830.00    | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Total                                   | May 1, 2007               | 1870.00    | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Verbal                                  | Jan 1, 2007               | 590.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Verbal                                  | May 1, 2007               | 610.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Writing                                 | Jan 1, 2007               | 610.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Writing                                 | May 1, 2007               | 590.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| SATI                              | Math Level I                            | Jun 1, 2007               | 660.00     | TST              |             |                            | 14.000                               |               | 25.334     |  |
| UDMP                              | Algebra-UDMP                            | Jun 8, 2008               | 14.00      | SBH              |             |                            | 14.000                               |               | 25.334     |  |
| UDMP                              | Level-UDMP                              | Jun 8, 2008               | 5.00       | SBH              |             |                            | 14.000                               |               | 25.334     |  |
| Beginning of Undergraduate Record |   |                           |            |                  |             |                            |                                      |               |            |  |
| 2008 Fall                         |   |                           |            |                  | 2008 Spr    |                            |                                      |               |            |  |
| Freshman N                        |   |                           |            |                  | Freshman N  |                            |                                      |               |            |  |
| Program:                          |   | University Studies        |            |                  | Program:    |                            | University Studies                   |               |            |  |
| Plan:                             |   | University Studies 2123   |            |                  | Plan:       |                            | University Studies 2123              |               |            |  |
| Course                            | Title                                   | Attempted Hrs             | Earned Hrs | Grade            | Quality Pts | Course                     | Title                                | Attempted Hrs | Earned Hrs |  |
| ANTH                              | 101 011 INTRO TO SOC & CULT ANTHROPOLO  | 3.000                     | 3.000      | C                | 6.000       | CHEM                       | 101 010 GENERAL CHEMISTRY            | 4.000         | 4.000      |  |
| Req Designation:                  | Multicultural                           |                           |            |                  |             | CHEM                       | 101 020L GENERAL CHEMISTRY           | 0.000         | 0.000      |  |
| ESGG                              | 101 017 INTRODUCTION TO ENGINEERING     | 2.000                     | 2.000      | B-               | 5.334       | GEOG                       | 101 440 PHYS GEOG-CLIMATIC PROCESSES | 3.000         | 3.000      |  |
| Req Designation:                  | First Year Experience                   |                           |            |                  |             | ITAL                       | 105 012 ITALIAN ELEMENTARY           | 4.000         | 4.000      |  |
| HEBC                              | 135 012 FRESHMAN SEMINAR                | 2.000                     | 2.000      | A                | 8.000       | MATH                       | 221 012 CALCULUS I                   | 3.000         | 3.000      |  |
| Req Designation:                  | First Year Experience                   |                           |            |                  |             | MATH                       | 221 040D CALCULUS I                  | 0.000         | 0.000      |  |
| MATH                              | 241 014 ANALYTIC GEOMETRY & CALCULUS A  | 4.000                     | 0.000      | F                | 0.000       |                            |                                      |               |            |  |
| MATH                              | 241 061D ANALYTIC GEOMETRY & CALCULUS A | 0.000                     | 0.000      | C                | 0.000       |                            |                                      |               |            |  |
| BOCI                              | 201 011 INTRODUCTION TO SOCIOLOGY       | 3.000                     | 3.000      | C                | 6.000       |                            |                                      |               |            |  |
|                                   |   | Attempted                 | Earned     | Quality Hrs      | Points      |                            |                                      |               |            |  |
| Term GPA                          | 1.810                                   | Term Totals               | 14.000     | 10.000           | 14.000      | 25.334                     |                                      |               |            |  |

Sample transcript (top of document)

| Undergraduate Career Totals       |                  |                 |        |        |       |       |
|-----------------------------------|------------------|-----------------|--------|--------|-------|-------|
| Cum GPA:                          | 0.000            | Cum Totals      | 7.000  | 0.000  | 0.000 | 0.000 |
| Transfer Cum GPA                  |                  | Transfer Totals | 13.000 | 13.000 | 0.000 | 0.000 |
| Combined Cum GPA                  | 0.000            | Comb Totals     | 20.000 | 13.000 | 0.000 | 0.000 |
| Requestor:                        | Daniel Reidinger |                 |        |        |       |       |
| End of Unofficial Academic Record |                  |                 |        |        |       |       |


Sample transcript (bottom of document)

Indicates that you ordered the transcript (and it will be stored in requested reports for future access)

To request an unofficial transcript for another student, close or minimize the PDF and go back to the UDSIS window from which you requested the original transcript. Then click on **Student Services Center** on the top bar of the page and repeat the above steps. Click **Clear** to clear any search information remaining from the last request before entering information for the new request.

## Printing the unofficial transcript (PDF view)

To print the transcript from the PDF view, just point your cursor at the bottom middle of the screen. A box should appear with options. Click the icon that looks like a printer and the Print Options screen should appear. Alternately, you can click the File button on your Internet Browser and select Print.



Student Name - 700XXXXXX

Unofficial Academic Record

Page 3 of 5

|                     |  | Attempted       | Earned  | Quality Hrs | Points | Course  | Title | Attempted Hrs | Earned Hrs | Grade | Quality Pts |
|---------------------|--|-----------------|---------|-------------|--------|---------|-------|---------------|------------|-------|-------------|
| Cum GPA             | 3.890                                  | Cum Totals      | 39.000  | 39.000      | 39.000 | 151.710 |       |               |            |       |             |
| Transfer Cum GPA    |  | Transfer Totals | 14.000  | 14.000      | 0.000  | 0.000   |       |               |            |       |             |
| Combined Cum GPA    | 3.890                                  | Comb Totals     | 53.000  | 53.000      | 39.000 | 151.710 |       |               |            |       |             |
| <b>2009 Fall</b>    |  |                 |         |             |        |         |       |               |            |       |             |
| <b>Sophomore II</b> |  |                 |         |             |        |         |       |               |            |       |             |
| Program:            | Business and Economics                 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Finance Major Bachelor of Science 2123 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Psychology Minor 2123                  |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Economics Minor 2123                   |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Honors 2123                            |                 |         |             |        |         |       |               |            |       |             |
| Term GPA            | 3.835                                  | Term Totals     | 18.000  | 18.000      | 18.000 | 69.030  |       |               |            |       |             |
| Cum GPA             | 3.872                                  | Cum Totals      | 72.000  | 72.000      | 72.000 | 279.760 |       |               |            |       |             |
| Transfer Cum GPA    |  | Transfer Totals | 14.000  | 14.000      | 0.000  | 0.000   |       |               |            |       |             |
| Combined Cum GPA    | 3.872                                  | Comb Totals     | 86.000  | 86.000      | 72.000 | 279.760 |       |               |            |       |             |
| <b>2010 Fall</b>    |  |                 |         |             |        |         |       |               |            |       |             |
| <b>Junior II</b>    |  |                 |         |             |        |         |       |               |            |       |             |
| Program:            | Business and Economics                 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Finance Major Bachelor of Science 2118 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Psychology Minor 2118                  |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Economics Minor 2118                   |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Honors 2118                            |                 |         |             |        |         |       |               |            |       |             |
| Term GPA            | 4.000                                  | Term Totals     | 15.000  | 15.000      | 15.000 | 60.000  |       |               |            |       |             |
| Cum GPA             | 3.884                                  | Cum Totals      | 54.000  | 54.000      | 54.000 | 209.730 |       |               |            |       |             |
| Transfer Cum GPA    |  | Transfer Totals | 14.000  | 14.000      | 0.000  | 0.000   |       |               |            |       |             |
| Combined Cum GPA    | 3.884                                  | Comb Totals     | 68.000  | 68.000      | 54.000 | 209.730 |       |               |            |       |             |
| <b>2010 Spr</b>     |  |                 |         |             |        |         |       |               |            |       |             |
| <b>Junior III</b>   |  |                 |         |             |        |         |       |               |            |       |             |
| Program:            | Business and Economics                 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Finance Major Bachelor of Science 2123 |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Psychology Minor 2123                  |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Economics Minor 2123                   |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Entrepreneurial Studies Minor 2123     |                 |         |             |        |         |       |               |            |       |             |
| Plan:               | Honors 2123                            |                 |         |             |        |         |       |               |            |       |             |
| Term GPA            | 4.000                                  | Term Totals     | 15.000  | 15.000      | 15.000 | 60.000  |       |               |            |       |             |
| Cum GPA             | 3.894                                  | Cum Totals      | 87.000  | 87.000      | 87.000 | 338.760 |       |               |            |       |             |
| Transfer Cum GPA    |  | Transfer Totals | 14.000  | 14.000      | 0.000  | 0.000   |       |               |            |       |             |
| Combined Cum GPA    | 3.894                                  | Comb Totals     | 101.000 | 101.000     | 87.000 | 338.760 |       |               |            |       |             |

## **Requesting a transcript using UDNNotes**

This option is not available at the present time.