

Faculty: Requesting and Printing Unofficial Transcripts

Navigation: UD Home Page > My UD > UDSIS-Staff > authenticate > Self Service > Advisor Center > My Advisees

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- Go to UD Home page and highlight "My UD" in the upper right hand corner. Then click on "UDSIS-Staff."

UD Central Authentication Service

To protect your personal information, be sure to log off and close your web browser when you are done accessing services that require authentication.

Log in to access secure data.

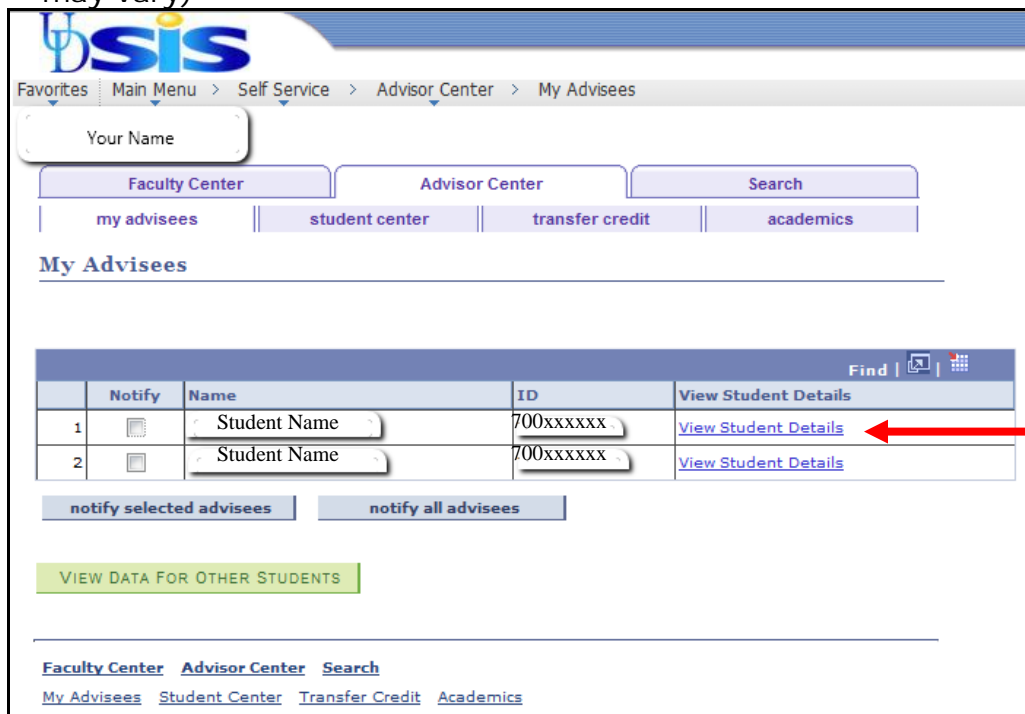
UDelNet ID: (username)	<input type="text" value="smith"/>	UD ID:	<input type="text"/>
Password:	<input type="password" value="XXXXXXXX"/>	PIN:	<input type="text"/>
Change your password Need help?		Change your PIN Students, Alumni, Applicants reset PIN Need help?	
<input type="button" value="Submit form"/> <input type="button" value="Reset"/>		<input type="button" value="Submit form"/> <input type="button" value="Reset"/>	

NOTE: Some systems may not be available between approximately 1:00 a.m. and 1:30 a.m. Monday - Saturday and between 4:30 a.m. and 5:00 a.m. on Sundays due to system maintenance.

- Input UDel Net ID and password



- Select **Self Service**, **Advisor Center**, and then **My Advisees** (menus may vary)



- Click on **View Student Details** next to the name and ID of the student for whom you want to see a transcript.

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

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

Note: most faculty advisors will not be able to access **New Drop-In Advisees**

- *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		University of Delaware		Test Scores		Attempted		Earned	
Institution Info:		University of Delaware		Test Date		Test Score		Data Source	
ACT Composite		Jun 1, 2007		30.00		TBT		Cum GPA 1.810 Cum Totals 14.000 10.000 14.000 25.334	
ACT English		Jun 1, 2007		30.00		TBT		Transfer Cum GPA Transfer Totals 0.000 0.000 0.000 0.000	
ACT Math		Jun 1, 2007		32.00		TBT		Combined Cum GPA 1.810 Comb Totals 14.000 10.000 14.000 25.334	
ACT Reading		Jun 1, 2007		28.00		TBT		Quality Point Deficit: 002.666	
ACT Science Reasoning		Jun 1, 2007		31.00		TBT		2008 Winter Freshman N	
CONVACT Total		Jun 1, 2007		2010.00		ACB		Program: University Studies	
HIGHBAT Math		Jun 1, 2007		730.00		ACB		Plan: University Studies 2123	
HIGHBAT Total		Sep 15, 2011		2030.00		CMP		Course Title	
HIGHBAT Verbal		Jun 1, 2007		690.00		ACS		ENGL 110 D11 CRITICAL READING & WRITING	
HIGHBAT Writing		Jan 1, 2007		610.00		TBT		Attempted Hrs Earned Hrs Grade Quality Pts	
SATI EBBAY Computer Based Test		May 1, 2007		10.00		TBT		3.000 3.000 A- 11.010	
SATI EBBAY Computer Based Test		May 1, 2007		9.00		TBT		Term GPA 3.670 Term Totals 3.000 3.000 3.000 11.010	
SATI Math		Jan 1, 2007		630.00		TBT		Attempted Earned Quality Hrs Points	
SATI Math		May 1, 2007		670.00		TBT		Cum GPA 2.138 Cum Totals 17.000 13.000 17.000 36.344	
SATI Subject 1		Jan 1, 2007		56.00		TBT		Transfer Cum GPA Transfer Totals 0.000 0.000 0.000 0.000	
SATI Subject 1		May 1, 2007		56.00		TBT		Combined Cum GPA 2.138 Comb Totals 17.000 13.000 17.000 36.344	
SATI Total		Jan 1, 2007		1830.00		TBT		2008 Fall Beginning of Undergraduate Record Freshman N	
SATI Total		May 1, 2007		1870.00		TBT		Program: University Studies	
SATI Verbal		Jan 1, 2007		590.00		TBT		Plan: University Studies 2123	
SATI Verbal		May 1, 2007		610.00		TBT		Program: University Studies	
SATI Writing		Jan 1, 2007		610.00		TBT		Plan: University Studies 2123	
SATI Writing		May 1, 2007		590.00		TBT		Course Title	
SATII Math Level I		Jun 1, 2007		650.00		TBT		ANTH 101 D11 INTRO TO SOC & CULT ANTHROPOLO Multicultural 3.000 3.000 C 6.000	
UDMP Algebra-UDMP		Jun 8, 2008		14.00		SCH		EGGG 101 D17 INTRODUCTION TO ENGINEERING First Year Experience 2.000 2.000 B- 5.334	
UDMP Level-UDMP		Jun 8, 2008		5.00		SCH		HEBC 135 D12 FRESHMAN SEMINAR First Year Experience 2.000 2.000 A 8.000	
								MATH 241 D14 ANALYTIC GEOMETRY & CALCULUS A 4.000 0.000 F 0.000	
								MATH 241 D61D ANALYTIC GEOMETRY & CALCULUS A 0.000 0.000 0.000 0.000	
								SOC1 201 D11 INTRODUCTION TO SOCIOLOGY 3.000 3.000 C 6.000	
								MATH 221 D40D CALCULUS I 3.000 3.000 C+ 6.999	
								MATH 221 D40D CALCULUS I 0.000 0.000 0.000 0.000	
								Term GPA 2.500 Term Totals 14.000 14.000 14.000 35.000	
								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
Transfer Cum GPA		Transfer Totals	13.000	13.000	0.000
Combined Cum GPA	0.000	Comb Totals	20.000	13.000	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 first transcript:

The screenshot shows the UDSIS web application interface. The breadcrumb navigation path is: Favorites | Main Menu > Self Service > Advisor Center > **My Advisees**. Below the navigation, there is a search bar labeled 'Advisor's Name'. The main content area has three tabs: 'Faculty Center', 'Advisor Center', and 'Search'. Under 'Advisor Center', there are sub-links: 'my advisees', 'student center', 'transfer credit', and 'academics'. The page title is 'Unofficial Transcript' and the section is 'Previous Requests'. A table displays the following data:


	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	10/06/2011	Unofficial Transcript	UOD01		Immediate Processing	10/06/2011
view report	10/06/2011	Unofficial Transcript	UOD01		Immediate Processing	10/06/2011
view report	10/06/2011	Unofficial Transcript	UOD01		Immediate Processing	10/06/2011
view report	09/09/2011	Unofficial Transcript	UOD01		Immediate Processing	09/09/2011
view report	09/09/2011	Unofficial Transcript	UOD01		Immediate Processing	09/09/2011

A 'CANCEL' button is located at the bottom left of the table area.

It will now display any reports stored for the first student. Click **My Advisees** to return to the list of students.

Printing the 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

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		Attempted	Earned	Quality Hrs	Points			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						
2008 Fall Sophomore N												
Program:	Business and Economics											
Plan:	Finance Major Bachelor of Science 2123											
Plan:	Psychology Minor 2123											
Plan:	Economics Minor 2123											
Plan:	Honors 2123											
Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts	Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts	
ACCT 207 020	ACCOUNTING I	3.000	3.000	A	12.000	ACCT 208 013	ACCOUNTING II	3.000	3.000	A	12.000	
ECON 303 080	INTERMED MACROECONOMIC THEORY	3.000	3.000	A-	11.010	BLAD 301 011	INTRODUCTION TO MARKETING	3.000	3.000	A-	11.010	
Reg Designation:	Honors					BLAD 305 194	MGMT & ORGANIZATIONAL BEHAVIOR	3.000	3.000	A-	11.010	
MSY 160 017	BUS. COMPUT: TOOLS & CONCEPTS	3.000	3.000	A	12.000	CJUM 215 015	ORAL COMMUNICATION IN BUSINESS	3.000	3.000	A	12.000	
PHYS 144 010	CONCEPTS OF THE UNIVERSE	3.000	3.000	A	12.000	ENGL 301 011	EXPOSITORY WRITING	3.000	3.000	A	12.000	
PSYC 380 011	PSYCHOPATHOLOGY	3.000	3.000	A-	11.010	Reg Designation:	A & B Writing Requirement					
						FINC 311 080	PRINCIPLES OF FINANCE	3.000	3.000	A-	11.010	
						FINC 311 080D	PRINCIPLES OF FINANCE	0.000	0.000		0.000	
Term GPA	3.868	Term Totals	15.000	15.000	15.000	58.020	Term GPA	3.835	Term Totals	18.000	18.000	69.030
Cum GPA	3.884	Cum Totals	54.000	54.000	54.000	209.730	Attempted	Earned	Quality Hrs	Points		
Transfer Cum GPA		Transfer Totals	14.000	14.000	0.000	0.000	Attempted	Earned	Quality Hrs	Points		
Combined Cum GPA	3.884	Comb Totals	68.000	68.000	54.000	209.730	Cum GPA	3.872	Cum Totals	72.000	72.000	278.760
							Transfer Cum GPA		Transfer Totals	14.000	14.000	0.000
							Combined Cum GPA	3.872	Comb Totals	86.000	86.000	278.760
2010 Fall Junior N												
Program:	Business and Economics											
Plan:	Finance Major Bachelor of Science 2118											
Plan:	Psychology Minor 2118											
Plan:	Economics Minor 2118											
Plan:	Honors 2118											
Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts	Course	Title	Attempted Hrs	Earned Hrs	Grade	Quality Pts	
ACCT 352 010	LAW AND SOCIAL ISSUES IN BUS	3.000	3.000	A	12.000	ACCT 352 081	INTERMEDIATE FINANCIAL MGMT	3.000	3.000	A	12.000	
FINC 313 010	FINANCIAL MARKETS	3.000	3.000	A	12.000	Reg Designation:	Honors					
FINC 314 010	INVESTMENTS	3.000	3.000	A	12.000	MATH 202 194	INTRO TO STATISTCL METHODS II	3.000	3.000	A	12.000	
Term GPA	4.000	Term Totals	15.000	15.000	15.000	60.000	Attempted	Earned	Quality Hrs	Points		
Cum GPA	3.894	Cum Totals	87.000	87.000	87.000	338.760	Attempted	Earned	Quality Hrs	Points		
Transfer Cum GPA		Transfer Totals	14.000	14.000	0.000	0.000	Combined Cum GPA	3.894	Comb Totals	101.000	101.000	338.760

See [Reading Unofficial Transcripts](#) for additional information.