

Viewing and Printing Unofficial Transcripts

OBJECTIVE:

Explain steps taken to view and print unofficial transcripts.

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NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

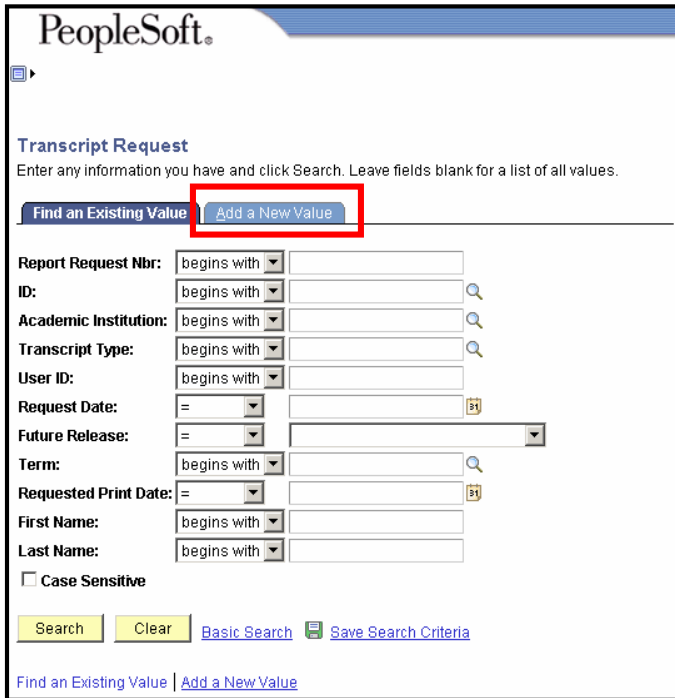
STUDENT RECORDS

Lesson 1: Viewing Unofficial Transcripts

Navigation: Home > Records and Enrollment > Transcripts > Transcript Request OR Search on "Transcript Request"

Item	Action
1.	Navigate to Transcript Request page. (Fig. 1)
2.	Click on Add a New Value.
3.	Make the following selections under the "Request Header" tab (Fig 2): <ul style="list-style-type: none"> ➤ Institution: SOCMF ➤ Transcript Type: UNOFF ➤ Output Destination: Page

Figure 1 – Transcript Request



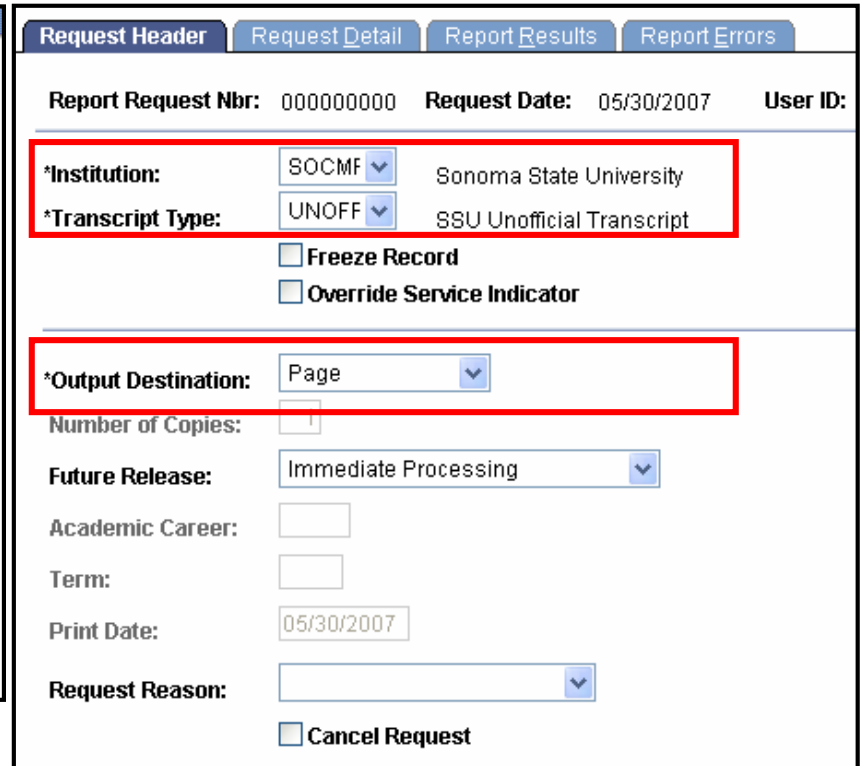
PeopleSoft.
Transcript Request
 Enter any information you have and click Search. Leave fields blank for a list of all values.
 Find an Existing Value | **Add a New Value**

Report Request Nbr: begins with []
 ID: begins with []
 Academic Institution: begins with []
 Transcript Type: begins with []
 User ID: begins with []
 Request Date: = []
 Future Release: = []
 Term: begins with []
 Requested Print Date: = []
 First Name: begins with []
 Last Name: begins with []
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Figure 2 – Add a New Value



Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 05/30/2007 User ID:

***Institution:** SOCMF Sonoma State University
***Transcript Type:** UNOFF SSU Unofficial Transcript

Freeze Record
 Override Service Indicator

***Output Destination:** Page

Number of Copies: []
 Future Release: Immediate Processing
 Academic Career: []
 Term: []
 Print Date: 05/30/2007
 Request Reason: []
 Cancel Request



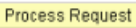
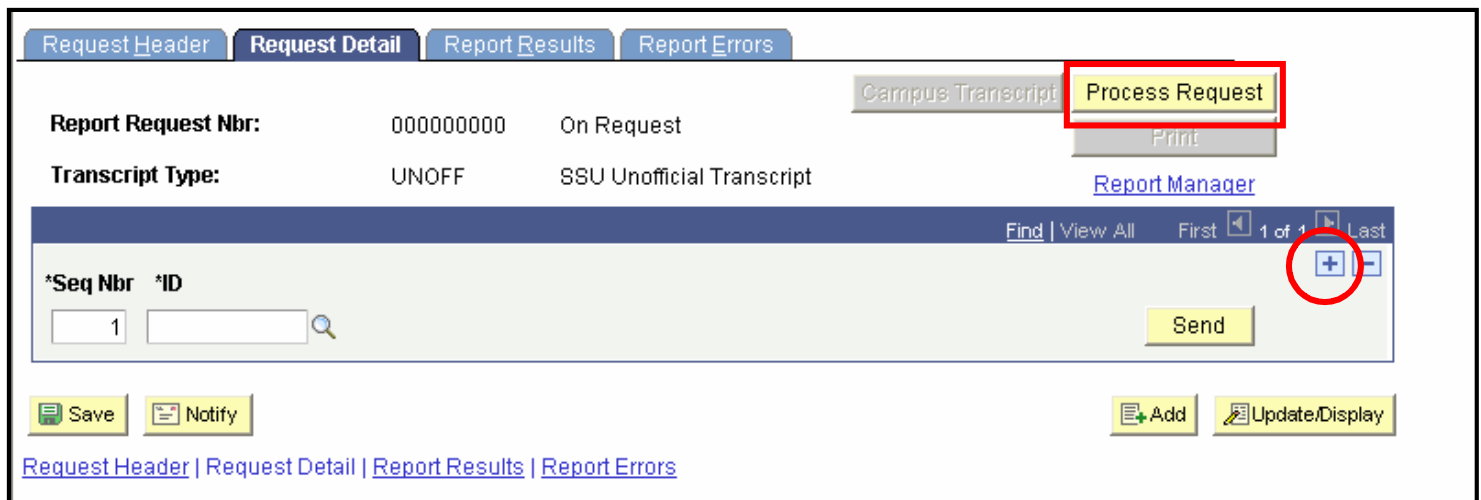
Item	Action
4.	Click on the Request Details tab (Fig 3)
5.	Enter student's ID. If you do not know the ID number, click on the magnifying glass  to enter the student's name, or National ID (Social Security Number) (Fig. 3)
6.	The Seq Nbr field will control the order in which the students appearing on this request can be viewed.
7.	Click on the "plus"  button to add additional students to the request. (Fig. 3)
8.	Click on the " Process Request "  button to generate the transcript. The results will appear on the Report Results page.

Figure 3 – Request Details



STUDENT RECORDS

Lesson 2: Printing Unofficial Transcripts

Navigation: Home > Records and Enrollment > Transcripts > Transcript Request > Report Results


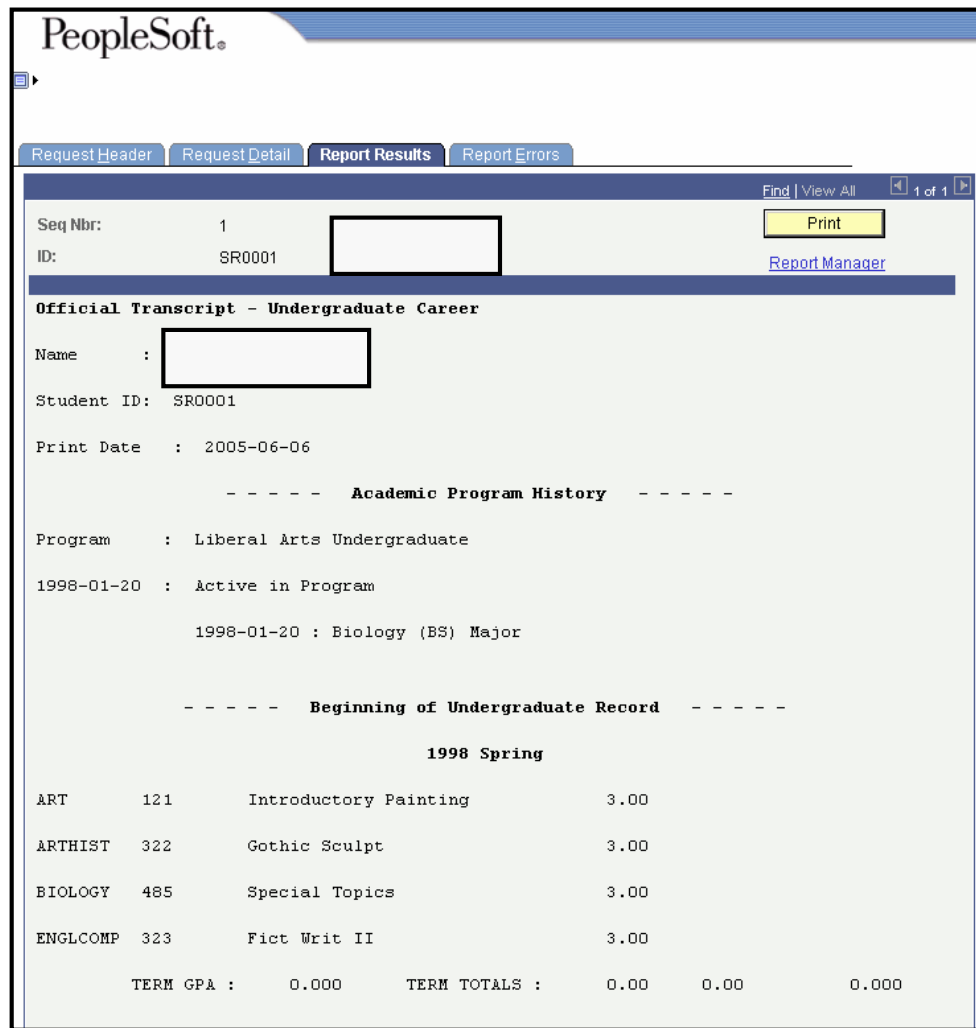
Item	Action
1.	To print transcripts, select File then Print from the main menu. DO NOT select  as this function does not work.



Figure 4 – Report Results




PeopleSoft®

Request Header | Request Detail | **Report Results** | Report Errors

Find | View All | 1 of 1

Seq Nbr: 1 
 ID: SR0001 

Official Transcript - Undergraduate Career

Name : 
 Student ID: SR0001
 Print Date : 2005-06-06

----- **Academic Program History** -----

Program : Liberal Arts Undergraduate
 1998-01-20 : Active in Program
 1998-01-20 : Biology (BS) Major

----- **Beginning of Undergraduate Record** -----

1998 Spring

ART	121	Introductory Painting	3.00
ARTHIST	322	Gothic Sculpt	3.00
BIOLOGY	485	Special Topics	3.00
ENGLCOMP	323	Fict Writ II	3.00
TERM GPA :		0.000	TERM TOTALS :
		0.00	0.00 0.000

STUDENT RECORDS