

## 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

UDSIS

Favorites Main Menu > Campus Community > Student Services Center

### Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

**ID:** begins with 70000000

**National ID:** begins with

**Last Name:** begins with

**First Name:** begins with

**Campus ID:** begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 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...

**This Week's Schedule**

Class	Schedule
ECON 410-010 LEC (13715)	MoWeFr 11:15AM - 12:05PM Purnell Hall Room 227
ECON 422-010 LEC (12211)	TuTh 12:30PM - 1:45PM Purnell Hall Room 231
ECON 426-010 LEC (16371)	TuTh 9:30AM - 10:45AM Purnell Hall Room 233A
MATH 243-052 LEC (16655)	TuTh 5:00PM - 7:00PM Ewing Hall Room 205
MATH 302-011 LEC (7195)	MoWeFr 12:20PM - 1:10PM Ewing Hall Room 207
MISY 261-010 LEC (10263)	MoWeFr 1:25PM - 2:15PM 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		10.000		14.000				
ACT	English	Jun 1, 2007	30.00	TST	14.000		10.000		14.000				
ACT	Math	Jun 1, 2007	32.00	TST	14.000		10.000		14.000				
ACT	Reading	Jun 1, 2007	28.00	TST	14.000		10.000		14.000				
ACT	Science Reasoning	Jun 1, 2007	31.00	TST	14.000		10.000		14.000				
CONVACT	Total	Jun 1, 2007	2010.00	ACB	14.000		10.000		14.000				
HIGHBAT	Math	Jun 1, 2007	730.00	ACB	14.000		10.000		14.000				
HIGHBAT	Total	Sep 15, 2011	2030.00	CMP	14.000		10.000		14.000				
HIGHBAT	Verbal	Jun 1, 2007	690.00	ACB	14.000		10.000		14.000				
HIGHBAT	Writing	Jan 1, 2007	610.00	TST	14.000		10.000		14.000				
SATI	EBBAY Computer Based Test	Jun 1, 2007	10.00	TST	14.000		10.000		14.000				
SATI	EBBAY Computer Based Test	May 1, 2007	9.00	TST	14.000		10.000		14.000				
SATI	Math	Jan 1, 2007	630.00	TST	14.000		10.000		14.000				
SATI	Math	May 1, 2007	670.00	TST	14.000		10.000		14.000				
SATI	Subject 1	Jan 1, 2007	56.00	TST	14.000		10.000		14.000				
SATI	Subject 1	May 1, 2007	56.00	TST	14.000		10.000		14.000				
SATI	Total	Jan 1, 2007	1830.00	TST	14.000		10.000		14.000				
SATI	Total	May 1, 2007	1870.00	TST	14.000		10.000		14.000				
SATI	Verbal	Jan 1, 2007	590.00	TST	14.000		10.000		14.000				
SATI	Verbal	May 1, 2007	610.00	TST	14.000		10.000		14.000				
SATI	Writing	Jan 1, 2007	610.00	TST	14.000		10.000		14.000				
SATI	Writing	May 1, 2007	590.00	TST	14.000		10.000		14.000				
SATI	Math Level I	Jun 1, 2007	660.00	TST	14.000		10.000		14.000				
UDMP	Algebra-UDMP	Jun 8, 2008	14.00	SBH	14.000		10.000		14.000				
UDMP	Level-UDMP	Jun 8, 2008	5.00	SBH	14.000		10.000		14.000				
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	Grade	Quality Pts		
ANTH	101 011 INTRO TO SOC & CULT ANTHROPOLO	3.000	3.000	C	6.000	CHEM	101 010 GENERAL CHEMISTRY	4.000	4.000	B-	10.668		
Req Designation:	Multicultural					CHEM	101 020L GENERAL CHEMISTRY	0.000	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	B-	8.001		
Req Designation:	First Year Experience					ITAL	105 012 ITALIAN ELEMENTARY	4.000	4.000	C+	9.332		
HEBC	135 012 FRESHMAN SEMINAR	2.000	2.000	A	8.000	MATH	221 012 CALCULUS I	3.000	3.000	C+	6.999		
Req Designation:	First Year Experience					MATH	221 040D CALCULUS I	0.000	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		0.000								
BOCI	201 011 INTRODUCTION TO SOCIOLOGY	3.000	3.000	C	6.000								
		Attempted	Earned	Quality Hrs	Points			Attempted	Earned	Quality Hrs	Points		
Term GPA	1.810	Term Totals	14.000	10.000	14.000	25.334	Term GPA	2.500	Term Totals	14.000	14.000	14.000	35.000

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

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		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.