

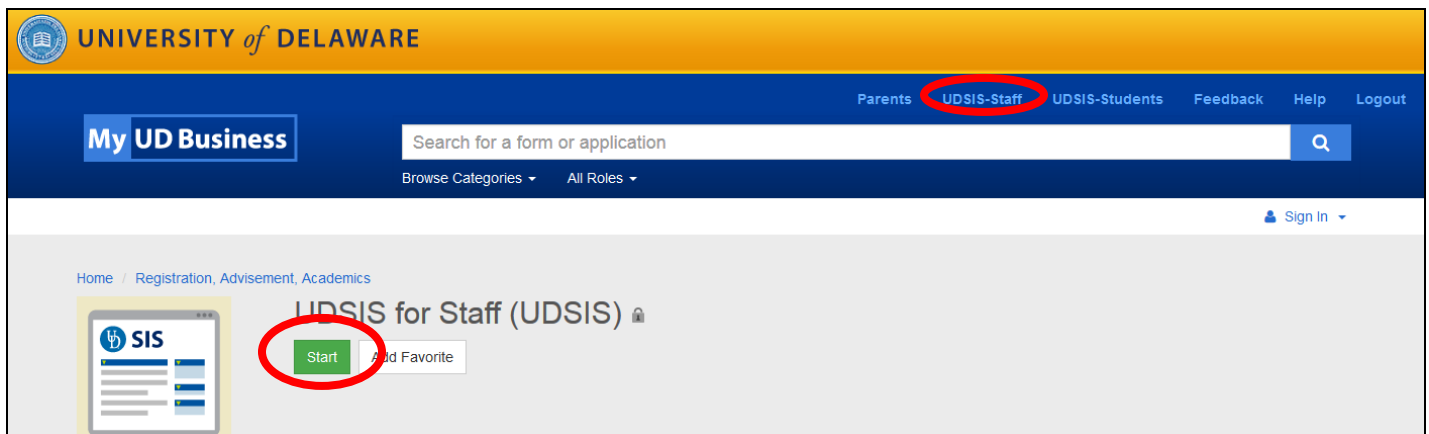
Faculty: Requesting and Printing Unofficial Transcripts

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

<u>Contents</u>	Page
Requesting a transcript.....	1
Printing a transcript	6



- Go to UD Home page and click “My UD” in the upper right hand corner.



- Then click on “UDSIS-Staff” and click the green “Start” button.

UNIVERSITY of DELAWARE

Central Authentication Service (CAS) [Help](#)

Login with your username
Username is either your UDeNet ID or your email address.
[More help.](#)

Username:

Password:

[Forgot your Username or Password?](#)

...or with your UD ID
UD ID is your University identifier. All employees, students, and alumni have a UD ID. [More help.](#)

UD ID:

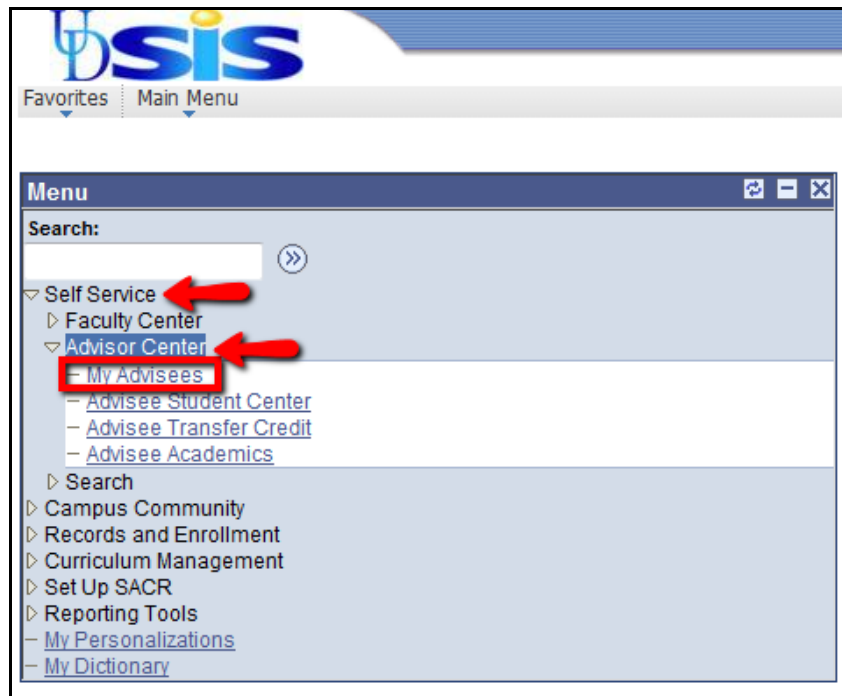
PIN:

[Forgot your UD ID or PIN?](#)

Some systems may not be available between approximately 1:00 a.m. and 1:30 a.m. EST Monday - Saturday, and between 3:30 a.m. and 7:30 a.m. EST on Sundays due to system maintenance.

University of Delaware • Newark, DE 19716 • USA
Phone: 302-831-6000 • www.udel.edu/help

- Log in using your credentials



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

bsis

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Your Name

Faculty Center | Advisor Center | Search

my advisees | student center | transfer credit | academics

My Advisees

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	Student Name	700xxxxxx	View Student Details
2	<input type="checkbox"/>	Student Name	700xxxxxx	View Student Details

notify selected advisees | notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

Faculty Center | Advisor Center | Search

My Advisees | Student Center | Transfer Credit | Academics

- Click on **View Student Details** next to the name and ID of the advisee for whom you want to see a transcript. If you wish to view a student that is not your assigned advisee, click the "View Data for Other Students" button, enter student ID or name information and click search.

bsis

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Advisor Name

Faculty Center | Advisor Center | Search

my advisees | student center | transfer credit | academics

Advisee Student Center

Student Name

*Change Advisee [change](#)

Academics

Registration & Drop/Add

other academic...

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

Personal Information

This Week's Schedule

Class	Schedule
MATH 868-000 IND (7279)	Room: TBA
MATH 870-000 IND (7283)	Room: TBA

weekly schedule ▶

Holds

Disclosure Select [details ▶](#)

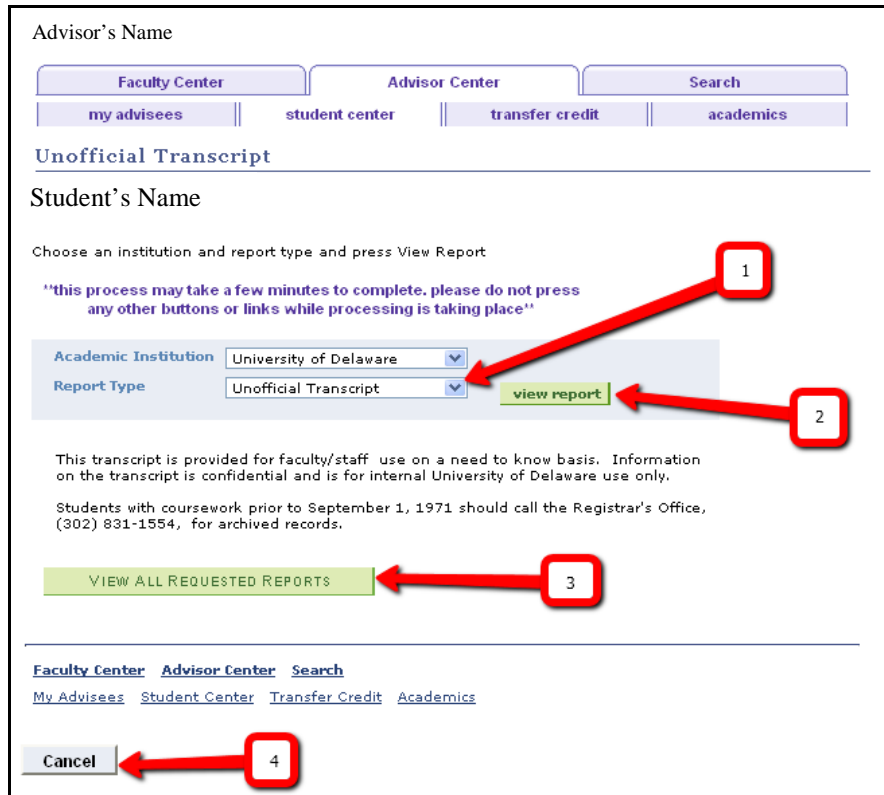
To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

- Select **Transcript: View Unofficial** from the drop-down menu and click the button to the right.



The screenshot shows the 'Unofficial Transcript' page in the UBSIS system. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are links for 'my advisees', 'student center', 'transfer credit', and 'academics'. The main heading is 'Unofficial Transcript', followed by 'Student's Name'. A message states: 'Choose an institution and report type and press View Report' and 'this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place'. There are two dropdown menus: 'Academic Institution' (set to 'University of Delaware') and 'Report Type' (set to 'Unofficial Transcript'). A green 'view report' button is next to the second dropdown. Below this is a disclaimer: '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.' A green button labeled 'VIEW ALL REQUESTED REPORTS' is below the disclaimer. At the bottom, there are navigation links for 'Faculty Center', 'Advisor Center', and 'Search', and links for 'My Advisees', 'Student Center', 'Transfer Credit', and 'Academics'. A 'Cancel' button is at the very bottom. Red callout boxes with numbers 1, 2, 3, and 4 point to the 'Report Type' dropdown, the 'view report' button, the 'VIEW ALL REQUESTED REPORTS' button, and the 'Cancel' button, respectively.

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: <input type="text"/>													
Print Date: Sep 30, 2011					Cum GPA	1.810	Cum Totals	14.000	10.000	14.000	25.334		
Institution Info: University of Delaware					Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000		
Test Scores					Combined Cum GPA	1.810	Comb Totals	14.000	10.000	14.000	25.334		
Test ID	Test Component	Test Date	Test Score	Data Source	Quality Point Deficit	002.666							
ACT	Composite	Jun 1, 2007	30.00	TST	2009 Wlntr		Freshman N						
ACT	English	Jun 1, 2007	30.00	TST									
ACT	Math	Jun 1, 2007	32.00	TST									
ACT	Reading	Jun 1, 2007	28.00	TST									
ACT	Science Reasoning	Jun 1, 2007	31.00	TST									
CONVACT	Total	Jun 1, 2007	2010.00	ACS									
HIGHBAT	Math	Jun 1, 2007	730.00	ACS									
HIGHBAT	Total	Sep 15, 2011	2030.00	CMP									
HIGHBAT	Verbal	Jun 1, 2007	690.00	ACS									
HIGHBAT	Writing	Jan 1, 2007	610.00	TST									
BATI	EBBAY Computer Based Test	Jan 1, 2007	10.00	TST									
BATI	EBBAY Computer Based Test	May 1, 2007	9.00	TST									
BATI	Math	Jan 1, 2007	630.00	TST									
BATI	Math	May 1, 2007	670.00	TST									
BATI	Subject 1	Jan 1, 2007	56.00	TST									
BATI	Subject 1	May 1, 2007	56.00	TST									
BATI	Total	Jan 1, 2007	1830.00	TST									
BATI	Total	May 1, 2007	1870.00	TST									
BATI	Verbal	Jan 1, 2007	590.00	TST									
BATI	Verbal	May 1, 2007	610.00	TST									
BATI	Writing	Jan 1, 2007	610.00	TST									
BATI	Writing	May 1, 2007	590.00	TST									
BATI	Math Level I	Jun 1, 2007	560.00	TST									
UDMP	Algebra-UDMP	Jun 8, 2008	14.00	BCH									
UDMP	Level-UDMP	Jun 8, 2008	5.00	BCH									
Beginning of Undergraduate Record													
2008 Fall Freshman N					2008 Spr 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		
EGGG	101 017 INTRODUCTION TO ENGINEERING	2.000	2.000	B-	5.334	GEOS	101 440 PHYS GEOCLIMATIC 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 first transcript:

The screenshot shows the UDSIS interface. The breadcrumb trail is: Favorites | Main Menu > Self Service > Advisor Center > **My Advisees**. Below the breadcrumb is a search box labeled 'Advisor's Name'. There are two main tabs: 'Faculty Center' and 'Advisor Center'. Under 'Advisor Center', there are four sub-tabs: 'my advisees', 'student center', 'transfer credit', and 'academics'. The 'my advisees' tab is selected. Below the tabs, there are sections for 'Unofficial Transcript' and 'Previous Requests'. The 'Previous Requests' section contains a table with 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

Below the table is a 'CANCEL' button. At the top right of the table area, there are navigation options: 'Find | View All |', 'First', '1-5 of 5', and 'Last'.

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

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	ACCT 208 013	ACCOUNTING II	3,000	3,000	A	12,000		
Transfer Cum GPA		Transfer Totals	14,000	14,000	0,000	0,000	BUAD 301 011	INTRODUCTION TO MARKETING	3,000	3,000	A-	11,010		
Combined Cum GPA	3.890	Comb Totals	53,000	53,000	39,000	151,710	BUAD 329 194	MGMT & ORGANIZATIONAL BEHAVIOR	3,000	3,000	A-	11,010		
		2009 Fall		Sophomore II										
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									
ACCT 207 020	ACCOUNTING I	3,000	3,000	A	12,000									
ECON 303 080	INTERMED MACROECONOMIC THEORY	3,000	3,000	A-	11,010									
Req Designation:	Honors													
MISY 160 017	SUS. COMPUT. TOOLS & CONCEPTS	3,000	3,000	A	12,000									
PHYS 144 010	CONCEPTS OF THE UNIVERSE	3,000	3,000	A	12,000									
PBYC 380 011	PSYCHOPATHOLOGY	3,000	3,000	A-	11,010									
Term GPA	3.868	Term Totals	15,000	15,000	15,000	58,020								
Cum GPA	3.894	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	3.894	Comb Totals	68,000	68,000	54,000	209,730								
		2010 Spr		Junior II										
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									
ACCT 352 010	LAW AND SOCIAL ISSUES IN BUS	3,000	3,000	A	12,000									
FINC 312 081	INTERMEDIATE FINANCIAL MGMT	3,000	3,000	A	12,000									
Req Designation:	Honors													
FINC 313 010	FINANCIAL MARKETS	3,000	3,000	A	12,000									
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								
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								

See Reading Unofficial Transcripts for additional information.