Transcripts and Graduation

View Your Unofficial Transcript

Your Unofficial Transcript cannot be used for official purposes, however it can be a valuable tool for reference as it lists your class history, credits, and grades.

To view your Unofficial Transcript, click on the Request tab at the top of your iSIS homepage and select “View Unofficial Transcript.” The View Unofficial Transcript page will appear.

Select the appropriate unofficial transcript option from the Report Type drop-down list based on your school and/or program. Then click View Report.

Your Unofficial Transcript will appear as a PDF in a new window or tab.
Request a Copy of Your Official Transcript

To request a copy of your Official Transcript, click on the Request tab at the top of your iSIS homepage and select “Official Transcript.” The Request Official Transcript page will appear.

In the Select Request field, select either “Request Institution to Mail” or “Hold for pick-up – Stdnt Srvs.”

Select your Academic Career from the drop-down.

Enter the number of Official Transcripts you wish to request.

If you are a current student, you may wish to request your Official Transcript for a future date. To do that, select either “Degree Confer Date” or “Grade Posting.” For either option, you will then need to select the appropriate Term.

If you would like the Transcript mailed to your address (already in iSIS), select the Send To My Address checkbox.

If you would like the Transcript sent somewhere other than your address, enter the name of the recipient, then click the Edit Address link. The Edit Address page will appear (see below).

When you have finished entering all necessary information, click Submit to request your official Transcript. The Transcript Request Confirmation page will appear.

Note: If you selected the “Hold for pick-up – Stdnt Srvs” option, the Enter Recipient Address information section will state “***ISSUED TO STUDENT***.”

Edit Address Page

Enter the recipient’s address in the appropriate fields in the Edit Address page. Then click OK. The Request Official Transcript page will reappear.
Transcript Request History

To view any past Official Transcript Requests click on the Request tab at the top of your iSIS Home Page and select the “Transcript History Request” option.

The Previous Requests page will appear. Here you can view the dates, status, and recipients of any past Official Transcript requests.

View Official Transcript Request

Previous Requests

All Prior Transcript Requests are displayed in the following list. The list includes all unprocessed requests and any processed requests of the previous 24 months but not prior to August 19th 2012 before iGRAD went live.

<table>
<thead>
<tr>
<th>Request</th>
<th>Request Date</th>
<th>Transcript Status</th>
<th>Description</th>
<th>Send To</th>
<th>Send To Address</th>
<th>Number of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00001232</td>
<td>09/15/2012</td>
<td>On Request</td>
<td>ASSE Official Transcript</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>R00001231</td>
<td>09/15/2012</td>
<td>On Request</td>
<td>ASSE Official Transcript</td>
<td></td>
<td>United States</td>
<td>1</td>
</tr>
<tr>
<td>R00001273</td>
<td>09/12/2013</td>
<td>On Request</td>
<td>ASSE Official Transcript</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>R00001241</td>
<td>07/10/2013</td>
<td>On Request</td>
<td>Yet Prof and Grad Official</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

RETURN