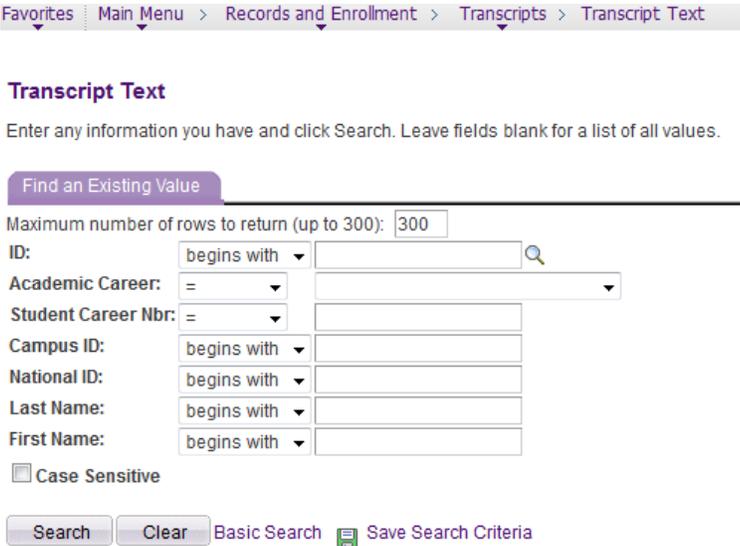
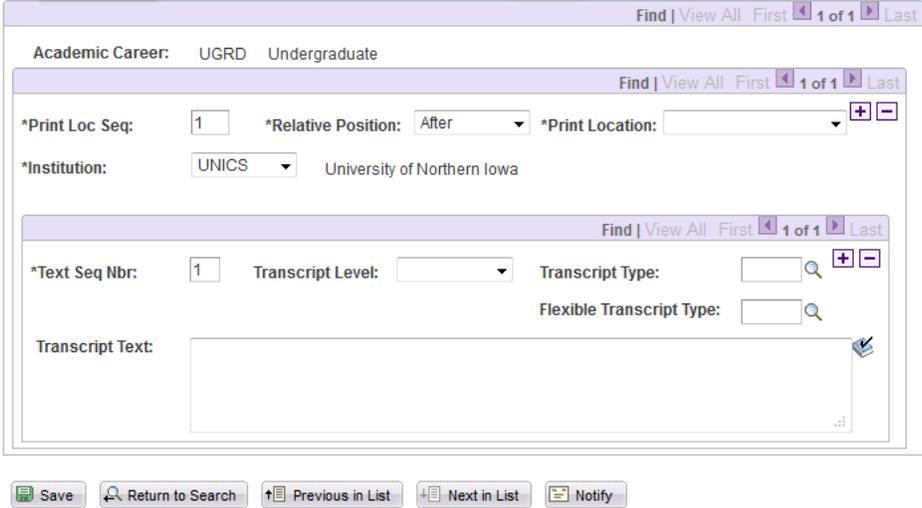


## Entering Transcript Text

**Purpose:** The following instructions describe how to enter transcript text.

Step	Action
1.	<p>Navigate to the <b>Transcript Text</b> page: <b>Main Menu &gt; Records and Enrollment &gt; Transcripts &gt; Transcript Text</b></p> 
2.	<p>Enter appropriate search criteria. Click the <b>Search</b> button. NOTE: Select the appropriate career.</p> <p><b>Result:</b> The Transcript Text page displays.</p> 

## Job Aid – Entering Transcript Text

Step	Action
3.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Print Loc Seq</b> – Defaults to 1 and follows in sequence. Do not change.</li> <li>• <b>Relative Position</b> – <i>see below table</i></li> <li>• <b>Print Location</b> – <i>see below table</i></li> <li>• <b>Term</b> – Displays when specific Print Locations are selected. Enter the term the transcript text relates to.</li> <li>• <b>Text Seq Nbr</b> – Defaults to 1 and follows in sequence. If your comment is lengthy, select the + button to continue. It is important to keep the sequence in order if you have a continued comment.</li> <li>• <b>Transcript Level</b> – Select <b>Official</b></li> <li>• <b>Transcript Type</b> – <i>see below table</i></li> <li>• <b>Flexible Transcript Type</b> – <b>N/A</b></li> <li>• <b>Transcript Text</b> – Enter free text</li> </ul>
4.	Click the <b>Save</b> button.

### Relative Position/Print Location

Legacy Comment Code	Comment Type	Relative Position	Print Location
999AA	Transfer Comments	Before	Transfer Credit Course
999BB	Special Admission*	Before	Enrollment
999BC	Admitted To*	Before	Enrollment
999CC	Comments for the Semester	After	Term Stats
999XU	Diploma in Nursing	Before	Cum Stats
999XX	Closing Comments	Before	Degree Local

\*These Comment Types require entering the label (e.g. type in Special Admission before the text of the comment). It doesn't automatically display like it did in Legacy. For the other Comment Types it is not necessary to type in the label going forward.

#### **Example:**

Special Admission to the MBA program

## Transcript Text

Pam Panther

#####



Find | View All First 1 of 1 Last

Academic Career: GRAD Graduate

Number of text comments

Find | View All First 1 of 2 Last

\*Print Loc Seq: 1 \*Relative Position: Before \*Print Location: Enrollment

\*Institution: UNICS University of Northern Iowa

Term: 1892 1989 FALL

Add new Comment Type

Find | View All First 1 of 1 Last

\*Text Seq Nbr: 1 Transcript Level: Official Transcript Type: Flexible Transcript Type:

Transcript Text: ADMITTED TO GRADUATE DEGREE STATUS

Add new text for the same Comment Type or use to