Entering Transcript Text

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

Step	Action
1.	Navigate to the **Transcript Text** page: **Main Menu > Records and Enrollment > Transcripts > Transcript Text** Favorites | Main Menu > Records and Enrollment > Transcripts > Transcript Text **Transcript Text** 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 ▾ Academic Career: = ▾ Student Career Nbr: = ▾ Campus ID: begins with ▾ National ID: begins with ▾ Last Name: begins with ▾ First Name: begins with ▾ ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria
2.	Enter appropriate search criteria. Click the **Search** button. NOTE: Select the appropriate career. *Result:* The Transcript Text page displays. **Transcript Text** Pam Panther ###### Academic Career: UGRD Undergraduate *Print Loc Seq: 1 *Relative Position: After *Print Location: *Institution: UNICS University of Northern Iowa *Text Seq Nbr: 1 Transcript Level: Transcript Type: Flexible Transcript Type: Transcript Text: Save Return to Search Previous in List Next in List Notify

Step	Action
3.	Complete the following: • **Print Loc Seq –** Defaults to 1 and follows in sequence. Do not change. • **Relative Position –** *see below table* • **Print Location –** *see below table* • **Term –** Displays when specific Print Locations are selected. Enter the term the transcript text relates to. • **Text Seq Nbr –** 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. • **Transcript Level –** Select **Official** • **Transcript Type –** *see below table* • **Flexible Transcript Type – N/A** • **Transcript Text –** Enter free text
4.	Click the **Save** 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   ➕ ➖

Add new Comment Type

*Institution: UNICS ▼   University of Northern Iowa

Term: 1892 🔍   1989 FALL

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