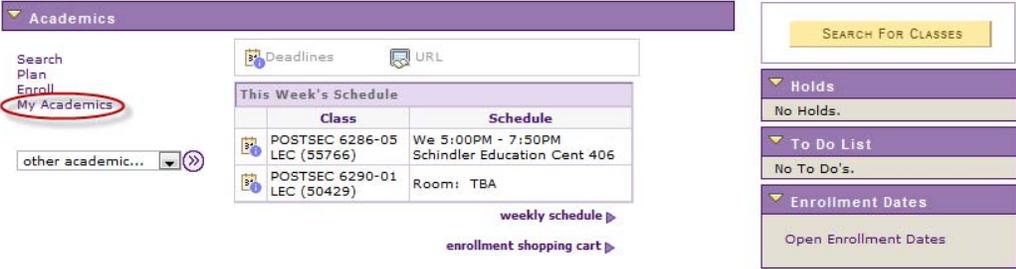
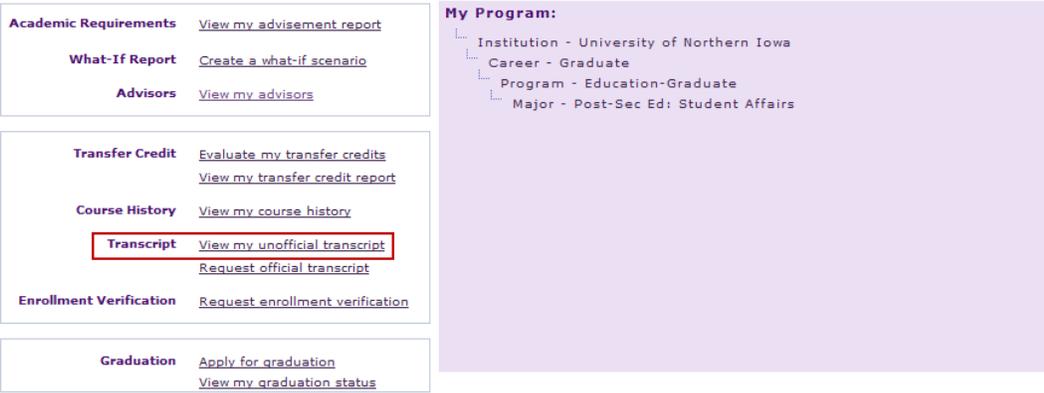
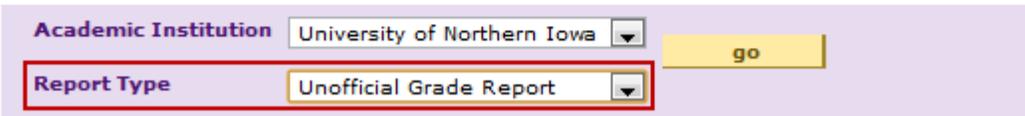


Viewing my Unofficial Cumulative Grade Report

Purpose: The following instructions describe how students may view and print their Unofficial Cumulative Grade Report (formerly known as Unofficial Transcript) via Student Center.

Step	Action								
1.	<p>Log onto <i>My Universe</i>. Click the Go to my Student Center link on the <i>My Page</i> tab.</p>  <p>Note: The thumbnail image is also a link to Student Center.</p>								
2.	<p>In the <i>Academics</i> section, click the My Academics link.</p> <p>Note: You may also use the other academic drop-down list and select Transcript: View Unofficial.</p>  <table border="1" data-bbox="602 1486 1000 1604"> <thead> <tr> <th colspan="2">This Week's Schedule</th> </tr> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>POSTSEC 6286-05 LEC (55766)</td> <td>We 5:00PM - 7:50PM Schindler Education Cent 405</td> </tr> <tr> <td>POSTSEC 6290-01 LEC (50429)</td> <td>Room: TBA</td> </tr> </tbody> </table>	This Week's Schedule		Class	Schedule	POSTSEC 6286-05 LEC (55766)	We 5:00PM - 7:50PM Schindler Education Cent 405	POSTSEC 6290-01 LEC (50429)	Room: TBA
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3.	<p>On the <i>My Academics</i> tab, click the View my unofficial transcript link.</p> <p><u>My Academics</u></p>  <p>The screenshot shows a navigation menu with the following items:</p> <ul style="list-style-type: none"> Academic Requirements: View my advisement report What-If Report: Create a what-if scenario Advisors: View my advisors Transfer Credit: Evaluate my transfer credits, View my transfer credit report Course History: View my course history Transcript: View my unofficial transcript (highlighted), Request official transcript Enrollment Verification: Request enrollment verification Graduation: Apply for graduation, View my graduation status <p>My Program:</p> <ul style="list-style-type: none"> Institution - University of Northern Iowa Career - Graduate Program - Education-Graduate Major - Post-Sec Ed: Student Affairs
4.	<p>On the View Unofficial Transcript page, select UNI Cumulative Grade Report in the <i>Report Type</i> field.</p> <p><u>View Unofficial Transcript</u></p> <p>Choose an institution and report type and press go to view your report.</p> <p>**this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Academic Institution: University of Northern Iowa Report Type: Unofficial Grade Report (highlighted) go button

Step	Action																								
5.	<p>Click the go button </p> <p>Result: The report displays.</p> <div data-bbox="350 453 1182 1283" style="border: 1px solid black; padding: 5px;"> <p>Report Results</p> <p>Return</p> <hr/> <p>UNI Unofficial Cumulative Grade Report</p> <p>Name : Pam Panther</p> <p>Student ID: #####</p> <p>Print Date : 2012-02-29</p> <p style="text-align: center;">- - - - - Academic Program History - - - - -</p> <p>Program : Business Admin-Undergraduate</p> <p style="text-align: center;">2010-10-25 : Business - Potential Major</p> <p style="text-align: center;">- - - - - Beginning of Undergraduate Record - - - - -</p> <p style="text-align: center;">2011 FALL</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">BUSINESS 1000</td> <td style="width: 40%;">All About Business</td> <td style="width: 10%;"></td> <td style="width: 10%;">0.00</td> <td style="width: 10%;">P</td> <td style="width: 15%;"></td> </tr> <tr> <td>ECON 1041</td> <td>Princ Of Macroeconomics</td> <td>3.00</td> <td>3.00</td> <td>C+</td> <td>6.990</td> </tr> <tr> <td>ENGLISH 1005</td> <td>College Writing & Research</td> <td>3.00</td> <td>3.00</td> <td>B</td> <td>9.000</td> </tr> <tr> <td>HUM 1021</td> <td>Humanities I</td> <td>3.00</td> <td>3.00</td> <td>C</td> <td>9.000</td> </tr> </table> </div>	BUSINESS 1000	All About Business		0.00	P		ECON 1041	Princ Of Macroeconomics	3.00	3.00	C+	6.990	ENGLISH 1005	College Writing & Research	3.00	3.00	B	9.000	HUM 1021	Humanities I	3.00	3.00	C	9.000
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6.	<p>Use your browser toolbar to print the report.</p> <p>Tips for specific browsers when printing from Student Center:</p> <ul style="list-style-type: none"> • Internet Explorer & Google Chrome – Highlight the entire report. Click the Print from the browser toolbar. Choose Selection in the <i>Page Range</i> and then click the Print button. • FireFox – Right-click on the report, select This frame, Print frame. 																								