

View My Unofficial Transcript

Students are able to use self-service to view, print and/or save in .pdf format an unofficial copy of their transcript.

Note: Prior to commencing this procedure, set the browser to allow pop-ups.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: <u>Self Service > Student Center.</u>
3.	In the Academics section from the  other Academic dropdown box, select Transcript: View Unofficial and then click the  Go icon. <div data-bbox="394 823 1352 1539" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Name Student Center</p> <hr/> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block; background-color: #f0f0f0;">  You are not enrolled in classes. </div> <p style="text-align: right;">enrollment shopping cart ▶</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>other academic... ▼ </p> <ul style="list-style-type: none"> Academic Planner Apply for Graduation Class Schedule Course History Enrollment Verification Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap Exam Schedule Grades  Transcript: View Unofficial Transfer Credit: Report other academic... </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Account Summary</p> <p>You owe 117.50.</p> <ul style="list-style-type: none"> ■ Due Now 117.50 ■ Future Due 0.00 <p>** You have a past due balance of 117.50. **</p> <p>Currency used is US Dollar.</p> </div> </div>

<p>4.</p>	<p>On the View Unofficial Transcript page, click the Academic Institution  dropdown box icon; and then select the correct college or school.</p> <div data-bbox="396 365 1354 1029" style="border: 1px solid black; padding: 10px;"> <p>View Unofficial Transcript</p> <hr/> <p>Choose an institution and report type and press View 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> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Academic Institution <input type="text" value="Queens College"/> </p> <p>Report Type <input type="text" value="STUDENT UNOFFICIAL TRAN"/>  view report</p> </div> <p>Information For Students This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website.</p> <div style="text-align: center; margin-top: 10px;"> VIEW ALL REQUESTED REPORTS </div> </div>
<p>5.</p>	<p>Click the Report Type  dropdown box icon; and then select STUDENT UNOFFICIAL TRANSCRIPT.</p>

6. Click the **view report** button.
 The student's **Unofficial Transcript** will pop-up in .pdf file format to view, print or save as needed.

Note: Please do not press any other buttons or links while processing is taking place.

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STUDENT COPY UNDERGRADUATE RECORD

Name: **Name**
 Student ID: **#####**

Birthdate: 03/20
 Student Address: **Address**
 Print Date: 06/08/2011

Other Institutions Attended:

Course	Description	Earn	Grd
MUSIC 8	POLITICS OF MUSIC	3.00	A-
SPAN 41	HISP LIT IN TRANS	3.00	B

Term Honor: Dean's List

Test ID	Test Component	Test Date	Test Score
CPE	CPE Task 1 Total	03/09/2009	26.00
CPE	CPE Task 2 Total	03/09/2009	10.00
CPE	CPE Total (Weighted)	03/09/2009	48.00

Term GPA:	3.740	Term Total:	15.00	15.00
Term Cum GPA:	3.740	Term Cum Total:	15.00	15.00
Comb Cum GPA:	3.300	Comb Credits:	30.00	30.00

Beginning of Undergraduate Record

2007 Fall Term

Course	Description	Earn	Grd
ANTH 104	LANG/CULTURE/SOCIETY	3.00	B

Plan: Undeclared Major Major

2008 Fall Term

Course	Description	Earn	Grd
ACCT 102	INT TH & PR 2	3.00	A-
CLAS 250W	ANCIENT EPIC/TRAGEDY	3.00	C+

7. To view previously requested reports, click the **VIEW ALL REQUESTED REPORTS** button.

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution: **Queens College** ▼

Report Type: **STUDENT UNOFFICIAL TRAN** ▼ **view report**

Information For Students
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VIEW ALL REQUESTED REPORTS

8. Click the **view report** button to view a previously requested transcript.

View Unofficial Transcript

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	06/08/2011	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	12267037	Immediate Processing	06/08/2011
view report	03/17/2011	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	12267037	Immediate Processing	03/17/2011

CANCEL

End of Procedure.