
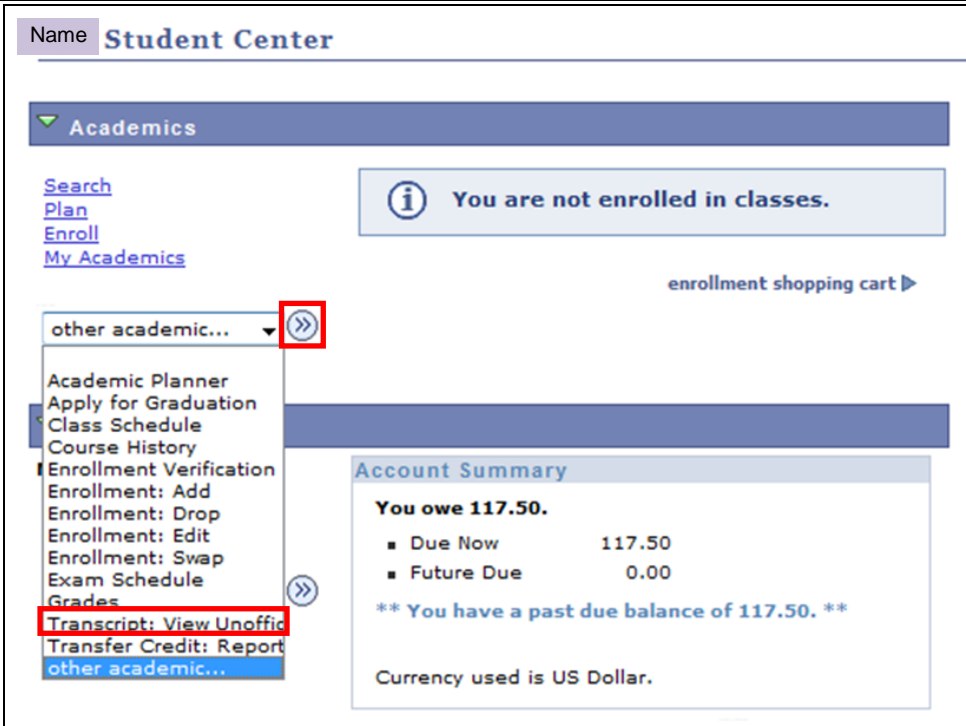






View My Unofficial Transcript

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.

Note: Parts of images may be obscured for security reasons.

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: Self Service > Student Center .
3.	<div style="border: 1px solid black; padding: 10px;">  <p>In the Academics section from the  other Academic dropdown box, select Transcript: View Unofficial and then click the  Go icon.</p> </div>

<p>4.</p>	<div data-bbox="397 252 1356 913" style="border: 1px solid black; padding: 10px;"> <h3 style="margin-top: 0;">View Unofficial Transcript</h3> <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; margin: 10px 0;"> <p>Academic Institution <input style="width: 150px;" type="text" value="Queens College"/> ▼</p> <p>Report Type <input style="width: 150px;" 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: 20px;"> VIEW ALL REQUESTED REPORTS </div> </div> <p>On the View Unofficial Transcript page, click the Academic Institution </p>
<p>5.</p>	<p>Click the Report Type  dropdown box icon; and then select STUDENT UNOFFICIAL TRANSCRIPT.</p>
<p>6.</p>	<p>Click the view report button.</p>

7.

Page 1 of 3

STUDENT COPY UNDERGRADUATE RECORD

Name:
 Student ID:

Birthdate:
 Student Address:
 Print Date: 06/08/2011

Other Institutions Attended:

Course	Description	Earn	Grd
MUSIC 3	POLITICS OF MUSIC	3.00	A-
SPAN 41	HISP LIT IN TRANS	3.00	B

Test Scores

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

----- Beginning of Undergraduate Record -----

2007 Fall Term			
Course	Description	Earn	Grd
ANTH 104	LANG/CULTURESOCIETY	3.00	B

2008 Fall Term			
Course	Description	Earn	Grd
ACCT 102	INT TH & PR 2	3.00	A-
CLAS 250W	ANCIENT EPIC/TRAGEDY	3.00	C+

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

The **Student Copy Undergraduate or Graduate Record** 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.

8.

Name go to ...

Search Plan Enroll My Academics

[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

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

End of Procedure.