
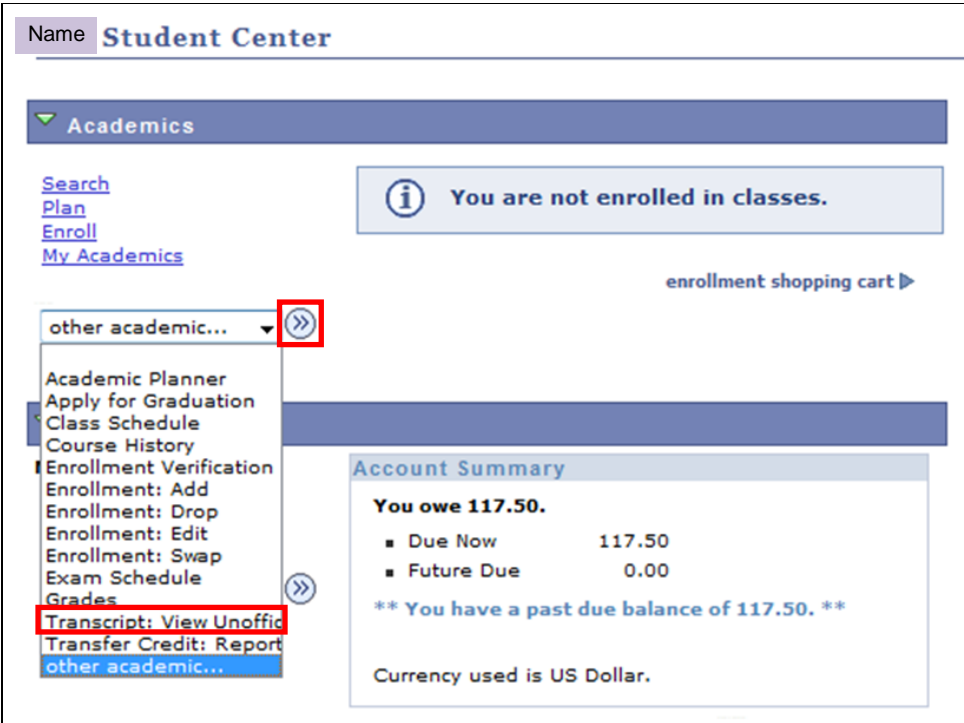






View My Unofficial Transcript

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: <u>Self Service > Student Center.</u>
3.	 <p>In the Academics section from the  other Academic dropdown box, select Transcript: View Unofficial and then click the  Go icon.</p>

<p>4.</p>	<div data-bbox="397 243 1356 913" style="border: 1px solid black; padding: 10px;"> <h3 style="text-decoration: underline;">View Unofficial Transcript</h3> <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> <p style="text-align: center; background-color: #c0c0c0; padding: 5px; display: inline-block;">VIEW ALL REQUESTED REPORTS</p> </div> <p>On the View Unofficial Transcript page, click the Academic Institution  dropdown arrow; and then select the correct college or school.</p>
<p>5.</p>	<p>Click the Report Type  dropdown arrow; 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: Name
 Student ID: #####

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

Other Institutions Attended:

<table border="0" style="width: 100%;"> <tr> <th colspan="4" style="text-align: center;">Test Scores</th> </tr> <tr> <th>Test ID</th> <th>Test Component</th> <th>Test Date</th> <th>Test Score</th> </tr> <tr> <td>CPE</td> <td>CPE Task 1 Total</td> <td>03/09/2009</td> <td>26.00</td> </tr> <tr> <td>CPE</td> <td>CPE Task 2 Total</td> <td>03/09/2009</td> <td>10.00</td> </tr> <tr> <td>CPE</td> <td>CPE Total (Weighted)</td> <td>03/09/2009</td> <td>48.00</td> </tr> </table> <p style="text-align: center;">----- Beginning of Undergraduate Record -----</p> <p style="text-align: center;">2007 Fall Term</p> <table border="0" style="width: 100%;"> <tr> <td>Plan:</td> <td>Undeclared Major Major</td> <td>Earn</td> <td>Grd</td> </tr> <tr> <td>Course:</td> <td>ANTH 104</td> <td>3.00</td> <td>B</td> </tr> <tr> <td>Description:</td> <td>LANG/CULTURE/SOCIETY</td> <td></td> <td></td> </tr> <tr> <td>Contact Hours:</td> <td>3.00</td> <td></td> <td></td> </tr> <tr> <td>Course Attributes:</td> <td>Day Class</td> <td></td> <td></td> </tr> <tr> <td>Instructor:</td> <td>Susan Meswick</td> <td></td> <td></td> </tr> </table>	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	Plan:	Undeclared Major Major	Earn	Grd	Course:	ANTH 104	3.00	B	Description:	LANG/CULTURE/SOCIETY			Contact Hours:	3.00			Course Attributes:	Day Class			Instructor:	Susan Meswick			<table border="0" style="width: 100%;"> <tr> <th>Course</th> <th>Description</th> <th>Earn</th> <th>Grd</th> </tr> <tr> <td>MUSIC 8</td> <td>POLITICS OF MUSIC</td> <td>3.00</td> <td>A-</td> </tr> <tr> <td>SPAN 41</td> <td>HISP LIT IN TRANS</td> <td>3.00</td> <td>B</td> </tr> <tr> <td>Term Honor:</td> <td>Dean's List</td> <td></td> <td></td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td>Term GPA:</td> <td>3.740</td> <td>Term Total:</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td>Term Cum GPA:</td> <td>3.740</td> <td>Term Cum Total:</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td>Comb Cum GPA:</td> <td>3.300</td> <td>Comb Credits:</td> <td>30.00</td> <td>30.00</td> </tr> </table> <p style="text-align: center;">-----</p> <p style="text-align: center;">2008 Fall Term</p> <table border="0" style="width: 100%;"> <tr> <td>Plan:</td> <td>Accounting Major</td> <td>Earn</td> <td>Grd</td> </tr> <tr> <td>Course:</td> <td>ACCT 102</td> <td>3.00</td> <td>A-</td> </tr> <tr> <td>Description:</td> <td>INT TH & PR.2</td> <td></td> <td></td> </tr> <tr> <td>Contact Hours:</td> <td>4.00</td> <td></td> <td></td> </tr> <tr> <td>Course Attributes:</td> <td>Day Class</td> <td></td> <td></td> </tr> <tr> <td>Instructor:</td> <td>David Erlach</td> <td></td> <td></td> </tr> <tr> <td>CLAS 250W</td> <td>ANCIENT EPIC/TRAGEDY</td> <td>3.00</td> <td>C+</td> </tr> <tr> <td>Contact Hours:</td> <td>3.00</td> <td></td> <td></td> </tr> </table>	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			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	Plan:	Accounting Major	Earn	Grd	Course:	ACCT 102	3.00	A-	Description:	INT TH & PR.2			Contact Hours:	4.00			Course Attributes:	Day Class			Instructor:	David Erlach			CLAS 250W	ANCIENT EPIC/TRAGEDY	3.00	C+	Contact Hours:	3.00		
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The **Student Copy Undergraduate or Graduate Record** will pop-up in .pdf file format to view, print or save as needed.

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8.

go to ... ▼ ▶

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.