Entering Student Disciplinary Action Transcript Text

This job aid assists you in entering the transcript text for student disciplinary action.

1	Navigate to **Records and Enrollment > Transcripts > Transcript Text**
2	On the **Find an Existing Value** page, enter your search criteria to retrieve transcripts that were produced previously for a student and click the [Search] button.
3	If no other text is present, proceed with step 4. If there is text already present, click the ➕ to add a new **Print Loc Seq** row.
4	The **Transcript Text** page appears.

5	On the **Transcript Text** page, enter the following information:
	   a. In the **Relative Position** box, select *After*
	   b. In the **Print Location** box, select *Academic Program*
	   c. In the **Transcript Level**, select *Official*
	   d. In the **Transcript Type** box, leave the field blank
	   e. In the **Transcript Text** box, enter the desired text.

6	When you are satisfied with your selections, click the [💾 Save] button.