

## 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.

### Transcript Text

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The screenshot shows the 'Transcript Text' page with the following fields and values:

- Academic Career:** UGRD Undergraduate
- \*Print Loc Seq:** 1
- \*Relative Position:** After
- \*Print Location:** Academic Program
- \*Institution:** BKCMP Cal State Univ., Bakersfield
- \*Text Seq Nbr:** 1
- Transcript Level:** Official
- Transcript Type:** (blank)
- Transcript Text:** Honors Program at Entrance

- 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.

### Transcript Text

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The screenshot shows the 'Transcript Text' page with red circles highlighting the following fields and values:

- \*Relative Position:** After
- \*Print Location:** Academic Program
- Transcript Level:** Official
- Transcript Type:** (blank)
- Transcript Text:** Honors Program at Entrance

- 6 When you are satisfied with your selections, click the **Save** button.