

Unofficial Transcript (Multiple)

On occasion, you may need to run unofficial transcripts for multiple students. These instructions will guide you in this process.

1.	Navigate to Records and Enrollment > Transcripts > Request Transcript	
2.	The search page opens. <ul style="list-style-type: none"> Click the Add a New Value tab 	
3.	On the Transcript Request Header tab, <ul style="list-style-type: none"> Select UNOFF for Transcript type Click the Transcript Request Detail tab 	
4.	In the *ID column enter the CSUB ID of the desired student or use the icon to search for the student. You can use the and button to add or remove students from this request.	
5.	After adding your desired student(s), click the Process Request button	
6.	Click the Print button.	
7.	If you would like to view the transcripts individually, <ul style="list-style-type: none"> Click the View Report link beside the desired student. <p>Your report will open in a new tab or window, so be sure you disable our pop-up blockers.</p>	



8. If you would like to view transcripts for all your desired students as one document,

- The **Report Manager** link

Report Request Nbr: 000549257 Completed [Process Request](#)
 Transcript Type: UNOFF Unofficial Transcript [Print](#)
[Report Manager](#)

Seq Nbr	ID	Name	Number of Copies			
1	000	Ima Student	1	Send To	View Report	+ -
2	900	George Washington	1	Send To	View Report	+ -

9. On the Process Monitor page,

- Click [Refresh](#) repeatedly, until the **Status** displays *Posted*.
- Click the **SSR TSRPT – SSR TSRPT.pdf** link to view the transcripts for your student(s).

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	60850	541504	SSR TSRPT - SSR TSRPT.pdf	05/22/2012 1:33:01PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	60848	541504	Transcript Request Print	05/22/2012 1:32:40PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	60845	541502	SSR TSRPT - SSR TSRPT.pdf	05/22/2012 1:29:00PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	60843	541502	Transcript Request Print	05/22/2012 1:28:36PM	Acrobat (*.pdf)	Posted	Details

10. The unofficial transcript(s) open(s) in a new window or tab, so make sure you disable your pop-up blockers.



Unofficial Undergraduate Transcript

Name: Imma Student Student ID: 000549257 Print Date: 5/23/2012

Request/Action: Web Transcript Request

Academic Program History

Program	Advised Program	Major	Transfer Credits Accepted by Institution	Applied Forward: UCSD - Baccalaureate Program	Term	Course	Description	Attempted	Earned	Grade	QPA	RP%
UCSD - Baccalaureate	2011-09-02	Business Administration			Summer 2010	CHM 101	Preparation for College Chem	4.00	0.00	D	0.0	0.0
						ENGL 110	Writing and Research	3.00	3.00	S	19.3	
						CS 185A	COMP Case Development I	2.00	2.00	S	8.0	
						SGC 120	Gen Preparing to Succeed	3.00	3.00	S	19.3	
							Good Standing					
					Winter 2010	Farm State	GPA: 2.750	Earned: 12.00	On Hrs: 12.00	Opt.	39.3	
						CSUB	GPA: 2.705	Earned: 20.00	On Hrs: 22.00	Opt.	39.3	
						Transfer	GPA: 2.300	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Overall	GPA: 2.945	Earned: 36.00	On Hrs: 31.00	Opt.	32.0	
					Summer 2010	POLS 01	A.C. National Statistcal	4.00	4.00	S		
						HIS 11A	History of the U.S.	4.00	4.00	C		
						Farm State	GPA: 2.500	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Transfer	GPA: 2.500	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Overall	GPA: 2.945	Earned: 36.00	On Hrs: 31.00	Opt.	32.0	
					Spring 2010	Course	Description	Attempted	Earned	Grade	QPA	RP%
						ANTH 100	Intro to Cultural Anthropology	3.00	0.00	D1	0.0	0.0
						HIS 100	Making of Modern World I: 1500-1800	3.00	3.00	C	11.3	
						PEAK 100	Writing	1.00	0.00	NC	0.0	0.0
						PEAK 115	Writing	1.00	0.00	CR	0.0	0.0
							Good Standing					
					Summer 2009	Farm State	GPA: 2.300	Earned: 8.00	On Hrs: 8.00	Opt.	11.3	
						CSUB	GPA: 2.300	Earned: 9.00	On Hrs: 21.00	Opt.	11.3	
						Transfer	GPA: 2.300	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Overall	GPA: 2.300	Earned: 40.00	On Hrs: 30.00	Opt.	39.3	
					Fall 2009	Course	Description	Attempted	Earned	Grade	QPA	RP%
						ANTH 202	Survey Western Art 1400-Present	3.00	3.00	A	19.3	
						ENGL 200	Human Kinology	3.00	3.00	D	5.0	5.0
						MATH 140	Elementary Statistics	3.00	3.00	S	19.3	
							Good Standing					
					Winter 2009	Farm State	GPA: 2.487	Earned: 15.00	On Hrs: 15.00	Opt.	37.0	
						CSUB	GPA: 2.571	Earned: 40.00	On Hrs: 42.00	Opt.	100.0	
						Transfer	GPA: 2.300	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Overall	GPA: 2.559	Earned: 30.00	On Hrs: 31.00	Opt.	100.0	
					Winter 2009	Course	Description	Attempted	Earned	Grade	QPA	RP%
						CHM 101	Preparation for College Chem	4.00	4.00	A	14.3	1
						PHI 100	Introduction to Philosophy	3.00	3.00	S	15.0	
						SGC 100	Introduction to Sociology	3.00	3.00	A	20.0	
						SPAN 101	Introduction to Spanish I	3.00	3.00	A	20.0	
							Good Standing					
					Winter 2009	Farm State	GPA: 3.074	Earned: 19.00	On Hrs: 19.00	Opt.	89.3	
						CSUB	GPA: 3.215	Earned: 80.00	On Hrs: 81.00	Opt.	117.0	
						Transfer	GPA: 2.300	Earned: 9.00	On Hrs: 9.00	Opt.	22.5	
						Overall	GPA: 2.801	Earned: 76.00	On Hrs: 70.00	Opt.	200.0	

This is an unofficial undergraduate transcript as such it is not to be considered a valid and complete academic record. Attendance at CSU Bakersfield. Information provided in this transcript is for use as an advisory facility. Any attempt to alter this information and present this as an official academic record will result in a criminal or disciplinary action. -1009191