

9.2 View Unofficial Transcript

Purpose: Use this document as a reference to view your unofficial transcript(s) through the Academic Records tile on the ctcLink Student Homepage.

Audience: Students.

View Unofficial Transcript

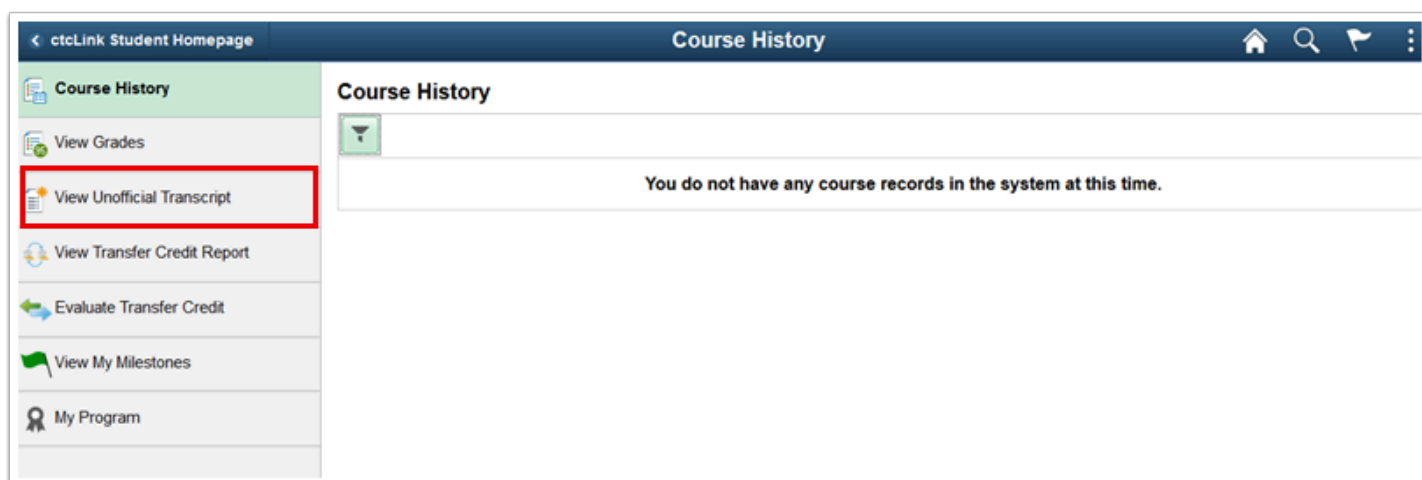
Navigation: ctcLink Student Homepage

1. Select the **Academic Records** tile.



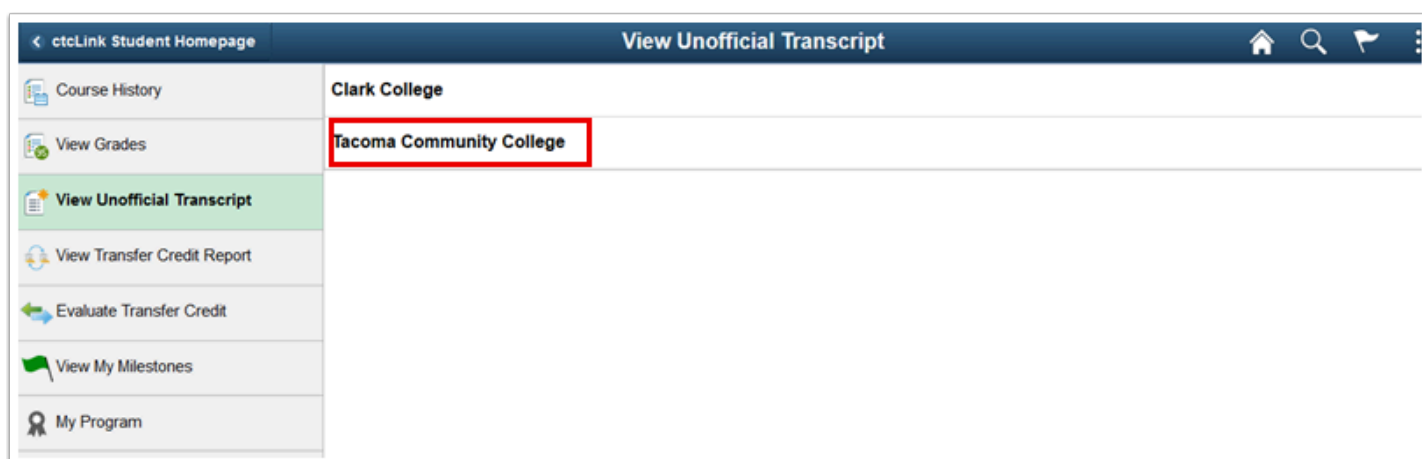
 *To view reports, your device will need to allow popups and have a PDF viewer.*

2. The **Academic Records** links display in the left menu.
3. Select **View Unofficial Transcript**.



- If you are active in more than one college, a list of colleges will appear.
- If you are active in only one college, the Unofficial Transcript Request Page will appear.

- The college selection page displays.
- Select the appropriate college for the transcript request.



- The **View Report** page displays.
- Access the **Report Type** drop-down list by pressing on the down arrow and select **Unofficial Transcript**.
- Select **Submit** in upper-right corner of the page.

ctcLink Student Homepage View Unofficial Transcript

Tacoma Community College Change

Course History View Grades View Unofficial Transcript View Transfer Credit Report Evaluate Transfer Credit View My Milestones My Program

View Report View All Requested Reports

New Request

Report Type Unofficial Transcript

Submit

Information For Students

To view reports, your device should allow popups and have a PDF viewer.

9. The unofficial transcript displays in a new window. Review it.
10. Close the new window.

Unofficial Transcript - Academic Career

Name: Lady Bird Student ID: 201333301

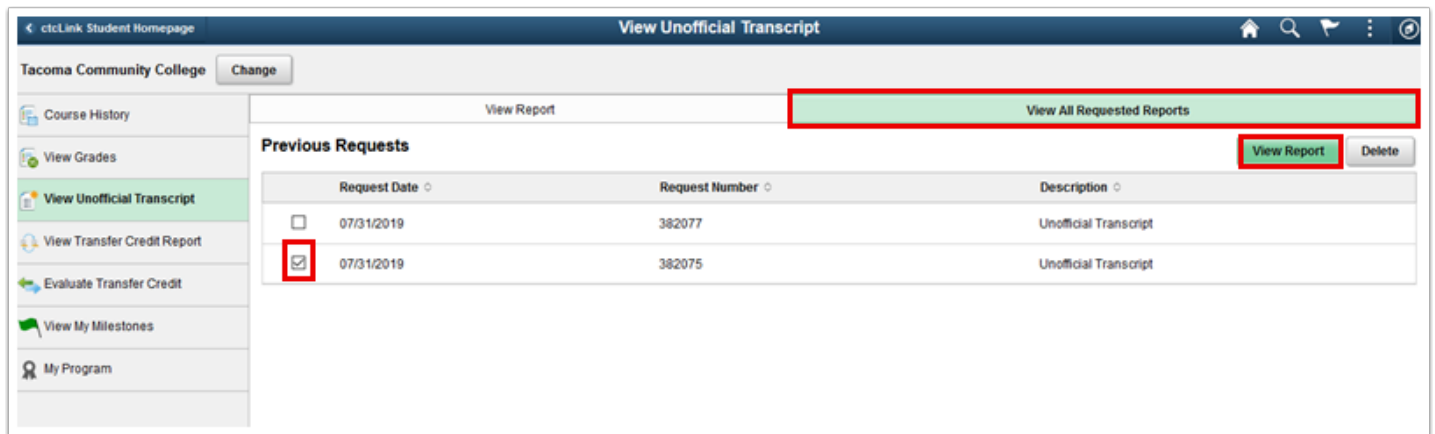
Print Date: 07/31/2019

Course	Description	Attempted	Earned	Grade	Points
SUMMER 2018 (06/25/2018 - 08/16/2018)					
ENGL 95	Read/Write For College -10	10.000	10.000	A	40.000
Term GPA	4.000 Term Totals	10.000	10.000	10.000	40.000
FALL 2018 (09/24/2018 - 12/13/2018)					
ANTH& 100	Survey Anthro [CCN]	5.000	5.000	A	20.000
ENGL& 101	English Comp 1 [CCN]	5.000	5.000	A-	18.500
Term GPA	3.850 Term Totals	10.000	10.000	10.000	38.500
WINTER 2019 (01/02/2019 - 03/21/2019)					
ART& 100	Art Appreciation [CCN]	5.000	5.000	A	20.000
Course Topic:	HONORS and Global Studies				
Term GPA	4.000 Term Totals	5.000	5.000	5.000	20.000
SPRING 2019 (04/01/2019 - 06/14/2019)					
ANTH& 100	Survey Anthro [CCN]	5.000	0.000		0.000
Term GPA	0.000 Term Totals	0.000	0.000	0.000	0.000
SUMMER 2019 (06/24/2019 - 08/15/2019)					
ACCT 101	Practical Acct I				
BUS& 101	Intro To Business [CCN]				
Term GPA	0.000 Term Totals	0.000	0.000	0.000	0.000
Academic Career Career Totals	Cum GPA	35.500	25.000	25.000	98.500

End of Unofficial Transcript - Academic Career

i If you are active at more than one college, you can select the **Change** button in the top-left corner and repeat steps 6 - 10 for another college.

11. Select the **View All Requested Reports** tab.
12. To view a previously requested report, **select** the report's checkbox.
13. Select **View Report**.



14. The report displays in a new window with the previously requested Unofficial Transcript. *Please note that a previously requested transcript may not have the most current data. It is valid as of the requested date shown.*

Unofficial Transcript - Academic Career						
Name: Lady Bird						
Student ID: 201333301						
Print Date: 07/31/2019						
SUMMER 2018 (06/25/2018 - 08/16/2018)						
Course	95	Description	Attempted	Earned	Grade	Points
ENGL/		Read/Write For College -10	10.000	10.000	A	40.000
Term GPA	4.000	Term Totals	10.000	10.000	GPA Units	40.000
FALL 2018 (09/24/2018 - 12/13/2018)						
Course	100	Description	Attempted	Earned	Grade	Points
ANTH&		Survey Anthro [CCN]	5.000	5.000	A	20.000
ENGL&	101	English Comp 1 [CCN]	5.000	5.000	A-	18.500
Term GPA	3.850	Term Totals	10.000	10.000	GPA Units	38.500
WINTER 2019 (01/02/2019 - 03/21/2019)						
Course	100	Description	Attempted	Earned	Grade	Points
ART&		Art Appreciation [CCN]	5.000	5.000	A	20.000
Course Topic:		HONORS and Global Studies				
Term GPA	4.000	Term Totals	5.000	5.000	GPA Units	20.000
SPRING 2019 (04/01/2019 - 06/14/2019)						
Course	100	Description	Attempted	Earned	Grade	Points
ANTH&		Survey Anthro [CCN]	5.000	0.000		0.000
Term GPA	0.000	Term Totals	0.000	0.000	GPA Units	0.000
SUMMER 2019 (06/24/2019 - 08/15/2019)						
Course	101	Description	Attempted	Earned	Grade	Points
ACCT		Practical Acct I [CCN]				
BUS&	101	Intro To Business				
Term GPA	0.000	Term Totals	0.000	0.000	GPA Units	0.000
Academic Career Career Totals						
Cum GPA	3.940	Cum Totals	35.500	25.000	25.000	98.500
End of Unofficial Transcript - Academic Career						

15. To delete a previously requested report, **select** the report's checkbox.
16. Select the **Delete** button to the right of the View Report button. The deleted transcript report will no longer show on the Previous Requests list.

ctcLink Student Homepage

View Unofficial Transcript

Tacoma Community College

Change

Course History

View Grades

View Unofficial Transcript

View Transfer Credit Report

Evaluate Transfer Credit

View My Milestones

My Program

View Report

View All Requested Reports


Previous Requests

View Report

Delete

	Request Date	Request Number	Description
<input type="checkbox"/>	07/31/2019	382077	Unofficial Transcript
<input checked="" type="checkbox"/>	07/31/2019	382075	Unofficial Transcript

17. Process complete.



Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)