

Campus Solutions

Viewing the Unofficial Transcript

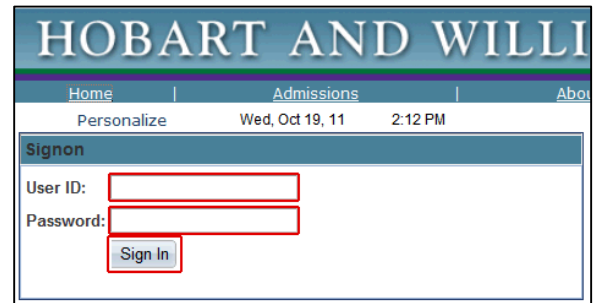
Use these procedures to view your unofficial transcript.

To view your unofficial transcript:

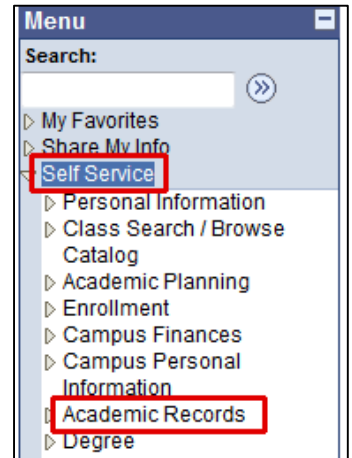
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



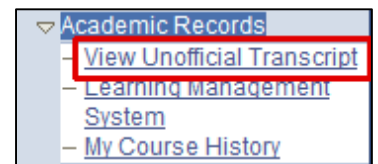
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. Click **Self Service**



5. Click **View Unofficial Transcript**



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Viewing the Unofficial Transcript

The My Academics tab displays, showing the View Unofficial Transcript page. You can use this page to display your unofficial transcript.

The Academic Institution field defaults to Hobart and William Smith.

6. Click the **Report Type** dropdown menu
7. Select **Unofficial Undergrad degree** from the list
8. Click **go**

Your unofficial transcript displays, with the information for your earliest term displaying first.

Your courses for the next term display, but the grades do not display since this is the current term.

9. When finished, click **Return** to go back to the My Academics tab

Report Results

[Return](#)

Unofficial Undergrad Degree

Name : Geneva Student

Student ID: 99999999

Address : 1234 Geneva Avenue
Geneva, NY 14456
United States

----- Beginning of Undergraduate Degree Record -----

Fall 2007

ENG	101	Literary Consciousness	1.00	1.00	A	4.000
FSEM	071	From Publius To Iwo Jima	1.00	1.00	A	4.000
HIST	105	Intro. To Amer. Exper.	1.00	1.00	A	4.000
POL	110	Intro To American Politics	1.00	1.00	A	4.000
TCG	100	The Common Ground		0.00	CR	
TERM GPA :		4.000	TERM TOTALS :		4.00	4.00 16.000
CUM GPA :		4.000	CUM TOTALS :		4.00	4.00 16.000

Spring 2008