View Your Unofficial Transcript

NOTE: Please make sure that Pop-Up Blocker is disabled (turned off); otherwise, your process may not complete.

1. Click the **Student Center** tile.

Favorites	Student Center Fluid	Student Center
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2. Select View Unofficial Transcript from the Left Menu.

Student Center Fluid				
Academics	Course History			
Course History	T			
View Grades	Class 1↓			
View Unofficial Transcript	INTER 103			
View My Classes	SURG 300			

Your Academic Institution should default in the upper left corner of the screen.

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Student Center Fiuld									
LSU Health Sciences Center, Shreveport									
Academics	View Report View All Requested Reports								
Course History	View Unofficial Transcript Submit								
View Grades	Report Type Unofficial Transcript 👻								
View Unofficial Transcript	Information For Students								
View My Classes	To view reports, your device should allow popups and have a PDF viewer.								
Class Search									

3. The default tab is View Report and the **Report Type** is **Unofficial Transcript**, click the **Submit** button on the far right of the screen.

Your transcript displays.

NOTE: Three columns of numbers displays to the right of each course listed on your Unofficial Transcript. From left to right columns represent attempted credits, earned credits, grade and points.

LSUHSC Shreveport - Unofficial Transcript Page 1 of 1 Office of the Registrar Louisiana State University Health Sciences Cente PO Box 33932 Shreveport, LA 71130-3932 Name Emplid SSN Birthdate John Doe605 6050870 XXX-XX-0000 XXXX-01-01 0.000 0.000 23.500 20.000 229.250 225.750 Term Totals Points 0.000 0.000 0.000 0.000 Points 0.000 0.000 0.000 0.000 0.000 0.000 0.000 Points 16.000 8.000 12.000 16.000 52.000 52.000 52.000 4.00 4.00 4.00 4.00 0.00 Eamed 0.000 0.000 257,750 Points 0.000 0.000 52.000 12.000 Points 0.000 0.000 0.000 0.000 0.000 0.000 52 000 282 750 267 76 Points 0.000 0.000 0.000 0.000 0.000 Earned 6.250 3.000 4.500 2.500 0.000 6.250 3.000 4.500 2.500 3.500 0.0.0.0.4 3.750 3.750 0.000

Use your print button to print your Unofficial Transcript.

- 4. To close the Transcript Report, click the **Close** button located at the top right corner of the Window.
- 5. Click the **Close** button on the blank processing window.



6. Once returned to the View Unofficial Transcript screen, you will be on the View All Requested Reports tab.

View Report View All Requested Reports						
V	iew Un	official Transcript		View Report	Delete	
		Request Date 11	Request Number 11	Description 11		
	0	05/13/2024	288371	Unofficial Transcript	- 1	
		05/13/2024	288370	Unofficial Transcript		
	٥	01/31/2024	288363	Unofficial Transcript		
	0	01/17/2024	288362	Unofficial Transcript		
)	۵	01/08/2024	288361	Unofficial Transcript		

7. Select the report you wish to view by clicking the associated selection box to the left of the date desired, then click the **View Report** button.

View U	View Unofficial Transcript			
	Request Date 4	Request Number 14	Description ↑↓	
	05/13/2024	288371	Unofficial Transcript	1
	05/13/2024	288370	Unofficial Transcript	
0	01/31/2024	288363	Unofficial Transcript	
D	01/17/2024	288362	Unofficial Transcript	
0	01/08/2024	288361	Unofficial Transcript	

NOTE: You may also remove a request from the list. Select the report, then click the Delete button to remove the Unofficial Transcript request from the page.