Viewing an Unofficial Transcript

Overview

Unofficial transcripts may be viewed using the Student Academic Records Menu app in MyUWF. If you search "Unofficial Transcript" in MyUWF, this is the app you will be directed to.

- **Holds**
  Students who have holds on their accounts that prevent the release of official transcripts will NOT be able to access their unofficial transcript.

Instructions

**Step 1**
Log in to MyUWF.

If you need to activate your MyUWF account, please see Can't Access MyUWF.

**Step 2**
Search for/select the Student Academic Records Menu app.

If you search for "Unofficial Transcript" in MyUWF, this is the app you should be directed to.

**Step 3**
Click the View Academic Transcript link.

Select the most current term, then click Submit.

From the drop-down box, choose Unofficial Transcript, then click Submit.

- **Excess Hours Transcript**
  Students also have access to an "excess hours transcript" in this drop-down menu. This is an unofficial transcript that is produced for the purpose of determining a student’s excess hour calculation. The information provided is the same as that on the unofficial transcript, but the formatting has been adjusted. For more information regarding excess hours please visit Excess Hours or access the Excess Hours app in your MyUWF account.

**Step 4**
Your unofficial transcript should appear.

- **Degrees Awarded or Applied For**
  Students who have cancelled graduation applications or unconfirmed degrees may see those in the "Degrees Awarded or Applied For" section. Please note that these DO NOT appear on your official transcript. Only awarded degrees and certificates are reflected on your official transcript.
FAQs

✔ How do I order an official transcript?
  Refer to Ordering an Official UWF Transcript for step-by-step instructions on how to order an official transcript.

✔ Why can't I view my unofficial transcript?
  Students who have holds on their accounts that prevent the release of official transcripts will NOT be able to access their unofficial transcript either. To view your holds, please refer to Viewing Holds.

✔ Why does my unofficial transcript look funny or incorrect?
  Please make sure you selected "Unofficial Transcript" from the drop-down menu after choosing the term; the transcript type defaults to "Excess Hours Transcript" (due to alphabetical order). This transcript type is only used by Financial Aid and the Office of the Registrar when determining excess hours calculations and is not representative of the official transcript.