

Viewing an Unofficial Transcript

Overview

Unofficial transcripts may be viewed using the Student Academic Records Menu app in MyUWF.

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](#).

Step 2

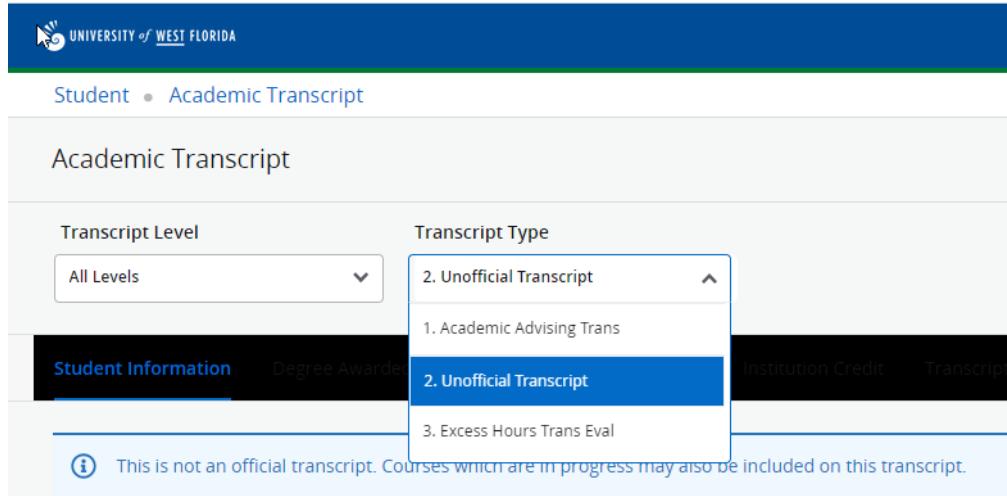
Search for/select the Student Academic Records Menu app.

Step 3

Click the [My Academic Transcript](#) link.

From the **Transcript Level** drop-down box, make the appropriate selection.

From the **Transcript Type** drop-down box, choose Unofficial Transcript.



The screenshot shows the 'Academic Transcript' section of the MyUWF interface. At the top, there are two dropdown menus: 'Transcript Level' set to 'All Levels' and 'Transcript Type' with an open dropdown menu. The dropdown menu contains three options: '1. Academic Advising Trans', '2. Unofficial Transcript' (which is highlighted with a blue background), and '3. Excess Hours Trans Eval'. Below the dropdown, a note states: '(i) This is not an official transcript. Courses which are in progress may also be included on this transcript.'

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. Right-click "Print" if you wish to obtain a hard copy or save a pdf version.



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

Refer to [Ordering an Official UWF Transcript](#) for step-by-step instructions on how to order an official 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](#).

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.