View Unofficial Transcript For Students

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This document provides instructions for current and former students to view their unofficial transcript via the Academic History card in RamPortal. Current classes that are in-progress and not yet graded will not show on transcript.

NOTE: Some holds prevent students from accessing transcripts. View the "Holds" card on your RamPortal home page for Hold information.

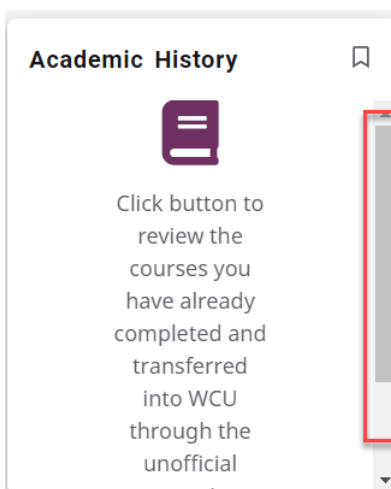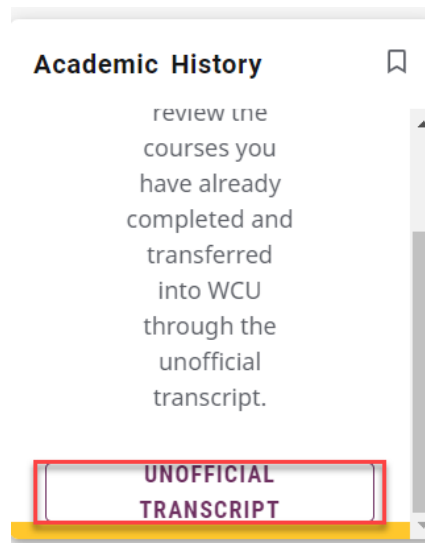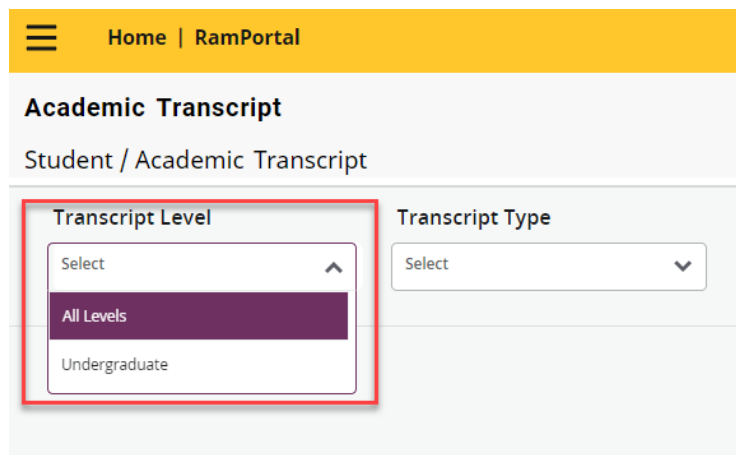## CONTENTS

NAVIGATION

- Log into RamPortal – **ramportal.wcupa.edu**
- The RamPortal Home Page Navigation.docx provides basic navigation instructions.
- Locate the "Academic History" card.
- If you do not see this card on your homepage, it may be archived on the "Discover" page. For instructions on Searching for a Card, see the RamPortal Home Page Navigation document.
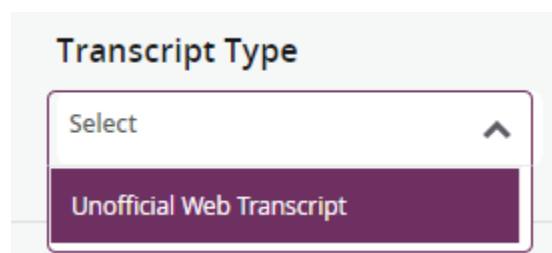- Click "Unofficial Transcript" at the bottom of the card. (You may have to scroll down.)

Academic History

review the courses you have already completed and transferred into WCU through the unofficial transcript.

UNOFFICIAL TRANSCRIPT

VIEW YOUR UNOFFICIAL TRANSCRIPT

- On the "Academic Transcript" page, choose the Transcript level.

Home | RamPortal

Academic Transcript

Student / Academic Transcript

Transcript Level

Select

All Levels

Undergraduate

Transcript Type

Select

- Next, choose the "Transcript Type".

Transcript Type

Select

Unofficial Web Transcript

- Your unofficial transcript will appear on the page. To print, use the "Print" icon on the top right of the page.
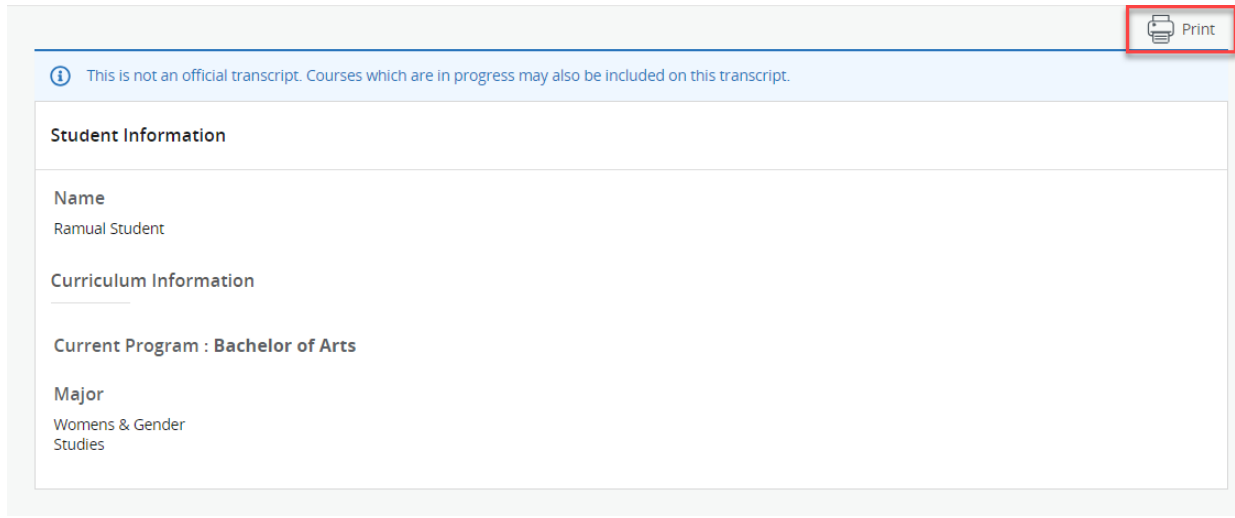
- To return to the RamPortal Home page, click the "Home | RamPortal" text on the top left corner of the page.