

Unofficial Transcript (Single)

You can retrieve students' unofficial transcripts from the Advisee's Student Center. The unofficial transcript shows the CSUB course work, transfer credit, classification level, GPAs, academic standing, test scores, and more. These instructions will guide you in retrieving an unofficial transcript.

1. Navigate to **Self Service > Advisor Center > Advisee Student Center**

2. The search page opens.

- Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name.
- Click the **Search** button to continue.

Maximum number of rows to return (up to 300): 300

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [] Duck

First Name: begins with [] Donald

Case Sensitive

Search Clear Basic Search Save Search C

3. From the **Search Results**, click the student you desire.

Search Results

View All First 1-100 of 191 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
1111	Duck, Donald		****/****	(blank)	*****	USA	SSN	Duck	Donald
2222	Duck, Huey		****/****	(blank)	*****	USA	SSN	Duck	Huey
3333	Duck, Huey		****/****	(blank)	*****	USA	SSN	Duck	Huey

If you receive the message, *"No matching values were found"* then refine your search and repeat the previous step.

4. The Advisee Student Center opens.

- Click the **other academic...** drop down box.
- Click **Transcript: View Unofficial**
- Click the **>>** button

Click to make a selection

Advisee Student Center

Polli Fabrique

Academics

My Class Schedule

Deadlines URL

This Week's Schedule

Class	Schedule
ECON 380-760 LEC (50023)	TBA
ENGL 319-750 LEC (50015)	MoTuWeTh 10:45AM - 12:00PM WS Library ST-C (ITV)

Personal Information

Contact Information

Mailing Address: 123 Any Street, City, CA 99999
 Permanent Address: 123 Any Street, City, CA 99999
 Main Phone Number: 661/555-1212
 On-Campus Email: myemail@isp.com

Other sections: Holds, To Do List, Enrollment Dates, Advisor (Daniel Cervi)



5. The View Unofficial Transcript page appears. Make the following selections:

- In **Academic Institution**, select *Cal State Univ., Bakersfield*
- In **Report Type**, select *Unofficial Transcript*
- Click View Report.

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution:
 Report Type:

6. The unofficial transcript opens in a new window or tab, so make sure you disable your pop-up blockers.

Unofficial Undergraduate Transcript

Name: Imagine Student
 SSN: 0000000000
 Student ID: 00000000
 UIC: 00000000
 Print Date: 1/27/2015

Request Reason: Web Transcript Request
 Program: UGRD - Baccalaureate
 Academic Program: 2011-03-02 Business Administration
 Major: Business Administration
 Transfer Credits from Bakersfield College
 Applied for UGRD - Baccalaureate Program

Course	Description	Attempted	Earned	Grade	GPA	Ref.	
Winter 2010							
CHEM 101	Preparation for College Chem	4.00	0.00	D	0.0	C	
ENGL 100	Writing and Research	5.00	5.00	B-	19.5		
CSY 100	CAMP Career Development I	2.00	2.00	B	8.0		
SOC 120	Civ. Training & Social Pub. Good Standing	5.00	5.00	B-	19.5		
Firm State GPA:	2.750	Earned:	12.00	Oh Hrs.:	12.00	Opta.:	39.0
CSUB GPA:	2.705	Earned:	25.00	Oh Hrs.:	25.00	Opta.:	59.5
Transfer GPA:	2.500	Earned:	9.00	Oh Hrs.:	9.00	Opta.:	22.5
Overall GPA:	2.565	Earned:	46.00	Oh Hrs.:	46.00	Opta.:	121.0
Summer 2010							
POLS 01	A.G. National State Local	4.00	4.00	B	4.0		
HIST 01	History of the U.S.	4.00	4.00	C			
Firm State GPA:	2.500	Earned:	8.00	Oh Hrs.:	8.00	Opta.:	22.5
Transfer GPA:	2.500	Earned:	8.00	Oh Hrs.:	8.00	Opta.:	22.5
Spring 2010							
ANTH 100	Intro to Cultural Anthropology	5.00	5.00	D	0.0	C	
HIST 100	Making of Modern World: 1500-1900	5.00	5.00	C+	11.5		
PEAK 100	Writing	1.00	0.00	NC	0.0		
PEAK 115	Academics	1.00	1.00	CR	0.0		
Good Standing							
Firm State GPA:	2.200	Earned:	8.00	Oh Hrs.:	8.00	Opta.:	11.5
CSUB GPA:	2.200	Earned:	9.00	Oh Hrs.:	9.00	Opta.:	11.5
Transfer GPA:	2.500	Earned:	8.00	Oh Hrs.:	8.00	Opta.:	22.5
Overall GPA:	2.307	Earned:	40.00	Oh Hrs.:	40.00	Opta.:	93.5
Fall 2010							
ANT 200	Survey Modern Art 1400-Present	5.00	5.00	A-	18.5		
BIOL 250	Human Anatomy	5.00	5.00	D	5.0		
MATH 140	Elementary Statistics	5.00	5.00	B-	19.5		
Good Standing							
Firm State GPA:	2.487	Earned:	15.00	Oh Hrs.:	15.00	Opta.:	37.0
CSUB GPA:	2.571	Earned:	45.00	Oh Hrs.:	42.00	Opta.:	102.0
Transfer GPA:	2.500	Earned:	9.00	Oh Hrs.:	9.00	Opta.:	22.5
Overall GPA:	2.559	Earned:	69.00	Oh Hrs.:	61.00	Opta.:	160.5
Winter 2011							
CHEM 101	Preparation for College Chem	4.00	4.00	A-	14.5		
PHIL 100	Introduction to Philosophy	5.00	5.00	A	20.0		
SOC 100	Introduction to Sociology	5.00	5.00	A	20.0		
SPAN 101	Introduction Spanish I	5.00	5.00	A	20.0		
Good Standing							
Firm State GPA:	2.574	Earned:	15.00	Oh Hrs.:	15.00	Opta.:	39.0
CSUB GPA:	2.515	Earned:	45.00	Oh Hrs.:	41.00	Opta.:	117.0
Transfer GPA:	2.500	Earned:	9.00	Oh Hrs.:	9.00	Opta.:	22.5
Overall GPA:	2.381	Earned:	74.00	Oh Hrs.:	70.00	Opta.:	200.5

This is an unofficial undergraduate transcript. It is subject to audit and may not be considered a final and complete academic record. It is intended for informational purposes only. Any attempt to alter this information and present the same as an official academic record will result in a formal disciplinary action. - Registrar