## E Salem ISTATERSITY

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## **Student Navigation Center**

### How to: View an unofficial transcript

1. Log into Navigator.

& Salem States	▼ Gu	lest		1 1 1
Sign In	Create Account	Account Help	Class Search	

#### 2. Once at the Student Homepage, click on "Academic Records".



# 3. On the menu on the left-hand side of the screen, click on "View Unofficial Transcript".

< Student Homepage		Course History				<b>^ 12 :</b>
Course History	Course Hi	story				_
For View Grades	Ŧ					9 rows
View Unofficial Transcript	Class $\Diamond$	Description ♦	Term 🗘	Grade 🗘	Units 🗘	Status 🛇
Request Official Transcript	ACC 106	FINANCIAL ACCOUNTING	Spring 2019	Т	3.00	Transferred
View Transfer Credit Report	BIO 122	WORLD OF CELLS	Spring 2019	Т	4.00	Transferred
Request EnrollmentVerification	CRJ 101	INTRO CRIMINAL JUSTICE	Spring 2019	Т	3.00	<ul> <li>Transferred</li> </ul>
	ECO 202	PRINCIPLES OF MICROECONOMICS	Spring 2019	В	3.00	Taken
	ENL 105	INTRO TO COLLEGE WRITING	Spring 2019	C+	3.00	Taken
	HST 204	US HISTORY & CONST GOV I	Spring 2019	Т	3.00	<ul> <li>Transferred</li> </ul>
	MCO 100	MEDIA IN OUR LIVES	Spring 2019	А	3.00	Taken
	PSY 101	GENERAL PSYCHOLOGY	Spring 2019	A-	3.00	Taken

4. Process the transcript by clicking the "Submit" button on the top right-hand side of the screen.

**Note:** The report will pop-up on the screen as a PDF, so please make sure that your pop-ups are not blocked.

<ul> <li>Student Homepage</li> </ul>	View Unofficial Transcript					
Salem State University						
E Course History	View Report	View All Requested Reports				
Fig View Grades	New Request	Submit	D			
📑 View Unofficial Transcript	Unoffical Transcript Report					
Request Official Transcript	Information For Students Unofficial Transcript Report used for advising purposes only. This (	does not constitute an official reflection of your Official Transcript. Please note th	at			
View Transfer Credit Report	please allow pop-ups for the web page and try again. If your unoffice internet browser or on a different computer.	ial transcript does not contain any information, please try again using a different				
Request EnrollmentVerification	To view reports, your device should allow popups and have a PDF viewer.					

5. To see the latest term of classes that you are enrolled in, scroll to the very bottom of the report.

	Sprng 2019				
Program: Plan:	Undergrad - Non-Matriculating Undergraduate - Non-Matriculating Preparation				
Course           ECO         202           ENL         105           MCO         100           PSY         101           SOC         110	Description PRINCIPLES OF MICROECONOMICS INTRO TO COLLEGE WRITING MEDIA IN OUR LIVES GENERAL PSYCHOLOGY INTRODUCTION TO SOCIOLOGY	Attempted 3.000 3.000 3.000 3.000 3.000 3.000	Earned 3.000 3.000 3.000 3.000 3.000	Grade B C+ A A- D	Poi 9.0 6.9 12.0 11.1 3.0
Transfer Credit from North	Shore Community College				
Applied         Toward         Ondergrad         -           Course         106         106         101         102         CRJ         101         HST         204         Course Trans GPA:         101         10	Vol-Maricularing Description FINANCIAL ACCOUNTING WORLD OF CELLS INTRO CRIMINAL JUSTICE US HISTORY & CONST COV I 0.000 Transfer Totals:	Attempted 3.000 4.000 3.000 3.000 0.000	Earned 3.000 4.000 3.000 3.000 13.000	Grade T T T T	Poir 0.0 0.0 0.0 0.0 0.0
		Attempted	Earned	GPA Units	Poi
Term GPA Transfer Term GPA	2.800 Term Totals Transfer Totals	15.000 13.000	15.000 13.000	15.000 0.000	42.0
Combined GPA	2.800 Comb Totals	28.000	28.000	15.000	42.0
Cum GPA Transfer Cum GPA Combined Cum GPA	2.800 Cum Totals Transfer Totals 2.800 Comb Totals	15.000 13.000 28.000	15.000 13.000 28.000	15.000 0.000 15.000	42.0 0.0 42.0
Undergraduate Career Tota	Is				
Cum GPA:	2.800 Cum Totals	15.000	15.000	15.000	42.0
Combined Cum GPA	2.800 Comb Totals	28.000	28.000	15.000	42.0
	End of Undergraduate R	leport			

- 6. On the report, you will find:
- a. Your program listed along with your major(s), minor(s), and concentration(s).
- b. You may view your courses and course descriptions.
- c. You may view your attempted and earned credits within each semester (and transfer credits, if applicable).
- d. You may view your combined cumulative GPA and combined credits totals.

a b		Program: Plan: ECO ENL MCO PSY	202 105 100 101	Undergrad - Undergradu Description PRINCIPLE INTRO TO ( MEDIA IN C GENERAL I UNTRO DO (	Sprng 2019 Non-Matriculating ate - Non-Matriculating Preparation S OF MICROECONOMICS COLLEGE WRITING URL LIVES SYCHOLOGY	Attem 3 3 3 3	pted Earned 000 3.000 000 3.000 000 3.000 000 3.000	Grade B C+ A A-	Points 9.000 6.900 12.000 11.100
С	. 🔿	Transfer Credi Applied Toward <u>Course</u> ACC BIO CRJ HST Course Trans G	t from North Si I Undergrad - No 106 122 101 204 SPA:	hore Commu on-Matriculati <u>Description</u> FINANCIAL WORLD OF INTRO CRII US HISTOF 0.000	Inity College ng ACCOUNTING CELLS MINAL JUSTICE Y & CONST GOV I Transfer Totals:	<u>Attem</u> 3 4 3 3 0	pted         Earned           .000         3.000           .000         3.000           .000         3.000           .000         3.000           .000         3.000           .000         3.000           .000         3.000           .000         3.000           .000         3.000	Grade T T T T	Points 0.000 0.000 0.000 0.000 0.000
		Term GPA Transfer Term ( Combined GPA Cum GPA Transfer Cum C Combined Cum	GPA GPA I GPA	2.800 2.800 2.800 2.800	Term Totals Transfer Totals Comb Totals Cum Totals Transfer Totals Comb Totals	Attem 15 28 15 13 28 28	pted         Earned           0.000         15.000           0.000         13.000           0.000         28.000           0.000         15.000           0.000         15.000           0.000         15.000           0.000         13.000           0.000         28.000	<u>GPA Units</u> 15.000 0.000 15.000 15.000 0.000 15.000	Points 42.000 42.000 42.000 42.000 42.000 42.000
<b>d.</b> –	<b>₿</b>	Undergraduate Cum GPA: Transfer Cum G Combined Cum	e Career Totals GPA I GPA	2.800	Cum Totals Transfer Totals Comb Totals	15 13 28	.000 15.000 .000 13.000 .000 28.000	15.000 0.000 15.000	42.000 0.000 42.000

End of Undergraduate Report

**Note:** MAT 90 and ENG 100A/ENL100 are not college level credits. Therefore, they must be manually subtracted from the credits shown in the "Earned" credits column.

 If applicable, check that your transfer and/or test credits are appearing on your transcript as expected. These courses have a grade of "T" or "P", which will not impact your "Combined Cum GPA".

**Note:** If a course has been repeated, the attempt with the highest grade will appear as normal and the other attempt(s) will have "Repeated—Exclude in GPA" appear underneath the course description. Duplicate credit **CANNOT** be earned for the same or equivalent course.

			Sprng 2019				
Program: Plan:		Undergrad - Undergradu	Non-Matriculating ate - Non-Matriculating Preparation				
Course ECO ENL MCO PSY SOC	202 105 100 101 110	Description PRINCIPLE INTRO TO ( MEDIA IN C GENERAL I INTRODUC	S OF MICROECONOMICS COLLEGE WRITING JUR LIVES PSYCHOLOGY TION TO SOCIOLOGY	Attempted 3.000 3.000 3.000 3.000 3.000	Earned 3.000 3.000 3.000 3.000 3.000	<u>Grade</u> B C+ A A- D	Points 9.000 6.900 12.000 11.100 3.000
Transfer Credi	it from North S	hore Commu	inity College				
ACC BIO CRJ HST Course Trans (	106 122 101 204 3PA:	Description FINANCIAL WORLD OF INTRO CRII US HISTOR 0.000	ACCOUNTING CELLS MINAL JUSTICE YY & CONST GOV I Transfer Totals:	Attempted 3.000 4.000 3.000 3.000 0.000	Earned 3.000 4.000 3.000 3.000 13.000	Grade T T T T	Points 0.000 0.000 0.000 0.000 0.000
Term GPA Transfer Term	GPA	2.800	Term Totals Transfer Totals	<u>Attempted</u> 15.000 13.000	<u>Earned</u> 15.000 13.000	GPA Units 15.000 0.000	Points 42.000 0.000
Combined GPA	A CONTRACTOR	2.800	Comb Totals	28.000	28.000	15.000	42.000
Cum GPA Transfer Cum ( Combined Cum	GPA 1 GPA	2.800 2.800	Cum Totals Transfer Totals Comb Totals	15.000 13.000 28.000	15.000 13.000 28.000	15.000 0.000 15.000	42.000 0.000 42.000
Undergraduate Cum GPA:	e Career Totals	2.800	Cum Totals	15.000	15.000	15.000	42.000
Combined Cum	n GPA	2.800	Comb Totals	28.000	28.000	15.000	42.000

End of Undergraduate Report