Instructions for Obtaining an Unofficial Transcript Online

(Print out this page for use while in WebAdvisor)

1. Click on the WebAdvisor link.

2. Click on the yellow box, titled Go to WebAdvisor.

3. Click on the yellow box to the right, titled CONTINUING EDUCATION.
   (DO NOT go to Student or Prospective Student or try to login even if you are currently taking courses or have taken courses here in the past.)

4. Under ACADEMIC PROFILE, click on Transcript.

5. In the Transcript Type box, click the down arrow and choose CE Continuing Ed Transcript. Then click SUBMIT.

6. Your unofficial transcript will be displayed.
   If you wish to print what is displayed, right click with your mouse, then select Print.
   Choose the printer of your choice, then click Print.