

## How to Run a Transcript

1. Login to Campus Connection
2. Choose Records and Enrollment>Transcripts>Request Transcript Report

The screenshot shows the 'Records and Enrollment' section of a web application. The breadcrumb trail at the top reads 'Favorites > Main Menu > Records and Enrollment'. Below this, the 'Main Menu >' is expanded to show the 'Records and Enrollment' section, which includes the instruction: 'Enroll in classes, produce transcripts, process transfer credit, transcripts and graduation.'

The main content area is divided into two columns of folders, each with a description and a list of sub-items:

- Enroll Students**: Enroll students into classes and add milestones. Sub-items: Student Milestones, Block Enrollment, Enrollment Request, 5 More...
- Enrollment Summaries**: View enrollment summaries for individuals or groups of students. Sub-items: Student Study List Report, Enrollment Summary, Historical Course Enrollment
- Enrollment Verifications**: Produce enrollment verification reports for students. Sub-items: Enrollment Verification, Enrollment Verification Print
- Transfer Credit Evaluation**: Add and evaluate course, test and other credits for transfer. Sub-items: Course Credits - Manual, Test Credits - Manual, Course Credits - Automated, 8 More...
- Student Term Information**: Perform term based activities for individual students. Sub-items: Term Activate a Student, Student Grades, Term History, Student Incomplete
- Term Processing**: Process appointments, permissions, term activation, waitlists, withdrawals and other end of term activities. Sub-items: Class Permissions, Waitlist, Withdrawal and Cancellation, 3 More...
- Transcripts**: Produce transcripts for students. Sub-items: Request Transcript Report (highlighted with a red arrow), Transcript Request, Transcript Text, 2 More...
- Transfer Credit Rules**: Define rules and equivalencies for transfer credit. Sub-items: Course Transfer Rules, Test Transfer Rules, Program/Source Equivalency, 7 More...

- 3. Click “Add a New Value” tab

### Request Transcript Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value** ←

Limit the number of results to (up to 300):

**Report Request Nbr:** begins with ▾

**ID:** begins with ▾  🔍

**Academic Institution:** begins with ▾  🔍

**Transcript Type:** begins with ▾  🔍

**User ID:** begins with ▾

**Request Date:** = ▾  📅

**Future Release:** = ▾  ▾

**Term:** begins with ▾  🔍

**Requested Print Date:** = ▾  📅

**First Name:** begins with ▾

**Last Name:** begins with ▾

Case Sensitive

**Search** | **Clear** | [Basic Search](#) 📄 [Save Search Criteria](#)

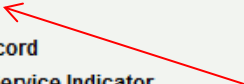
- 4. Choose ‘ADVIX’ for an advising transcript or ‘UNOFX’ for an unofficial transcript and ‘Immediate Processing’ under Future Release dropdown

Transcript Request Header    Transcript Request Detail    Report Messages

Report Request Nbr: 000000000    Request Date: 12/03/2012    User ID: rebecca.porter

**Request Attributes**

\*Institution: MISU1    Minot State University


\*Transcript Type:     

Freeze Record

Override Service Indicator

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Number of Copies:

Future Release: Immediate Processing    



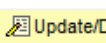
Academic Career:


Term:

Print Date: 12/03/2012

Request Reason:

Cancel Request

5. Click “Transcript Request Detail” tab. Enter the student’s EMPLID or use lookup icon to find EMPLID. Click Process Request button.  
Tip: to process multiple transcripts at a time, click  which will add a row, then enter the next student’s EMPLID.

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 000000000 On Request  
Transcript Type: ADVIX Advising XML

Process Request

Print

[Report Manager](#)

*Seq Nbr	*ID	Name	Number of Copies			
1			1	Send To	+	-

Save

Add

Update/Display

[Transcript Request Header](#) | [Transcript Request Detail](#) | [Report Messages](#)

6. Once processed, click View Report link. The transcript will pop up in a new window.

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr: 004572069 Completed  
Transcript Type: ADVIX Advising XML

Process Request

Print

[Report Manager](#)

*Seq Nbr	*ID	Name	Number of Copies				
1	0186872	Rebecca Porter	1	Send To	<a href="#">View Report</a>	+	-

Save

Add

Update/Display