

View Unofficial Transcript For Students

Last edit date: 10/11/2024

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.

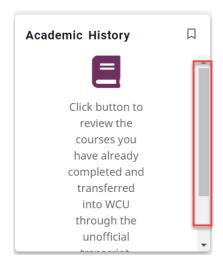
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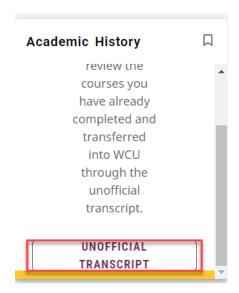
Navigation - Current Students

View Your Unofficial Transcript

NAVIGATION

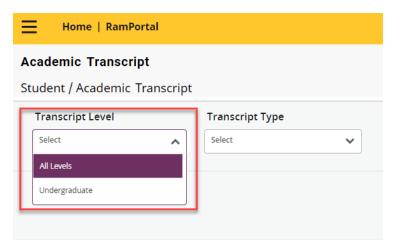
- Log into RamPortal ramportal.wcupa.edu
- The RamPortal Home Page Navigation.docx provides basic navigation instructions.
- Locate the "Academic History" card.
- If you do not see this card on your homepage, it may be archived on the "Discover" page. For instructions on Searching for a Card, see the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



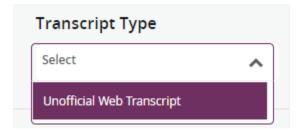


VIEW YOUR UNOFFICIAL TRANSCRIPT

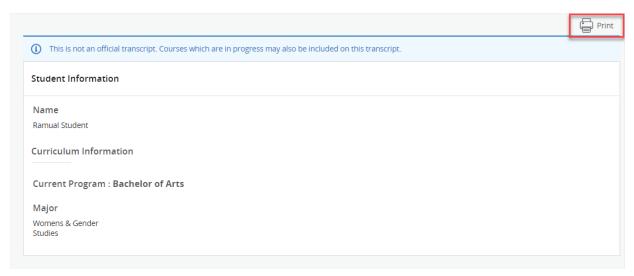
• On the "Academic Transcript" page, choose the Transcript level.



Next, choose the "Transcript Type".



• 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.

