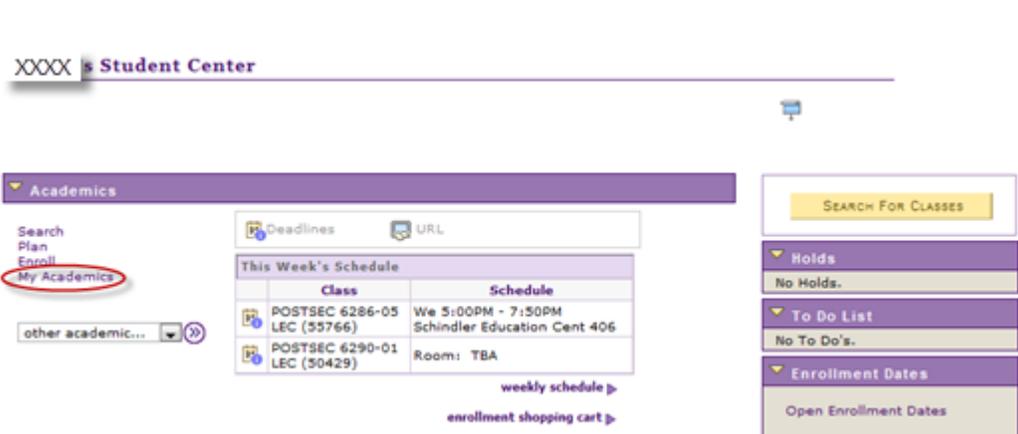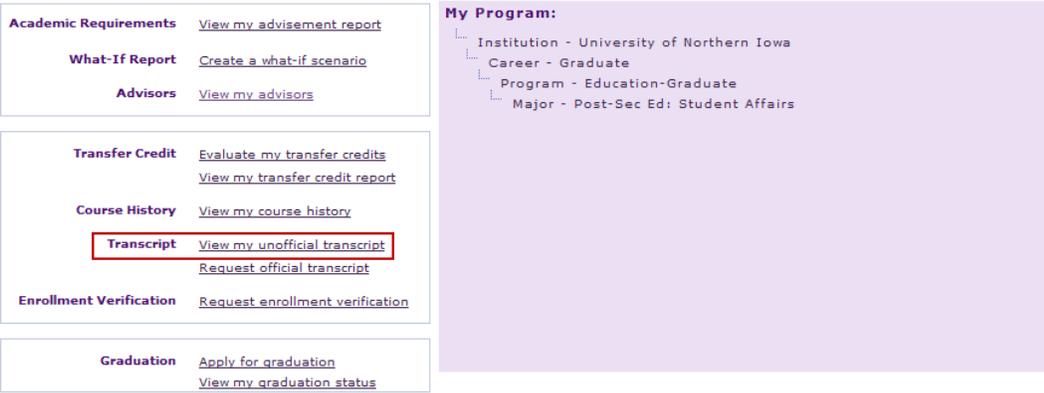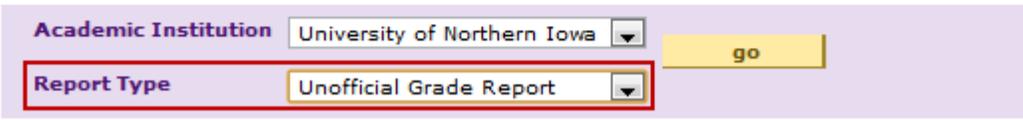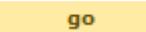# Viewing Degree Status on my Unofficial Cumulative Grade Report

Purpose: The following instructions describe how students may view their degree status using their Unofficial Cumulative Grade Report via Student Center.

Step	Action
1.	Log onto *My Universe*. Click the **Go to my Student Center** link on the *My Page* tab. *Note:* The thumbnail image is also a link to **Student Center**.
2.	In the *Academics* section, click the **My Academics** link. *Note:* You may also use the other academic drop-down list and select **Transcript: View Unofficial.**

Step	Action
3.	On the *My Academics* tab, click the **View my unofficial transcript** link. **My Academics** **Academic Requirements** — View my advisement report **What-If Report** — Create a what-if scenario **Advisors** — View my advisors **Transfer Credit** — Evaluate my transfer credits / View my transfer credit report **Course History** — View my course history **Transcript** — View my unofficial transcript / Request official transcript **Enrollment Verification** — Request enrollment verification **Graduation** — Apply for graduation / View my graduation status **My Program:** Institution - University of Northern Iowa Career - Graduate Program - Education-Graduate Major - Post-Sec Ed: Student Affairs
4.	On the **View Unofficial Transcript** page, select **UNI Cumulative Grade Report** in the *Report Type* field. **View Unofficial Transcript** Choose an institution and report type and press go to view your 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** — University of Northern Iowa — go **Report Type** — Unofficial Grade Report

Step	Action
5.	Click the **go** button go ***Result:*** The report displays. **Report Results** Return UNI Unofficial Cumulative Grade Report Name : Pam Panther Student ID: ###### Print Date : 2012-02-29 - - - - - Academic Program History - - - - - Program : Business Admin-Undergraduate 2010-10-25 : Business - Potential Major - - - - - Beginning of Undergraduate Record - - - - - 2011 FALL BUSINESS 1000 All About Business 0.00 P ECON 1041 Princ Of Macroeconomics 3.00 3.00 C+ 6.990 ENGLISH 1005 College Writing & Research 3.00 3.00 B 9.000

Step	Action

6.	Scroll down to the appropriate section. Undergraduate degrees from UNI display first. At the end of each *degree record* the degree awarded, date, and statistics display:
	
	 ```Degree : Master of Arts```
	
	 ```Confer Date : 2012-05-05```
	
	 ```Degree GPA : 3.980```
	
	 ```Plan : Mental Health Counseling```
	
	 ```Graduate Career Totals```
	
	 ``` CUM GPA : 3.980 CUM TOTALS : 60.00 60.00 203.010```

7.	Use your browser toolbar to print the report. Tips for specific browsers when printing from Student Center: • **Internet Explorer & Google Chrome** – Highlight the entire report. Click the **Print** from the browser toolbar. Choose **Selection** in the *Page Range* and then click the **Print** button. • **FireFox** – Right-click on the report, select **This frame, Print frame.**