

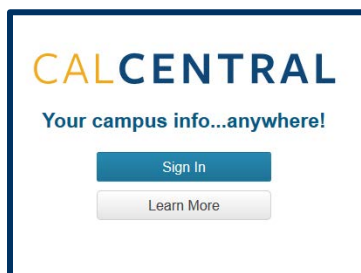
How to View an Administrative Transcript

The Administrative Transcript is a quick snapshot of the student's record. The purpose of this document is to display an overall picture of a student's record.

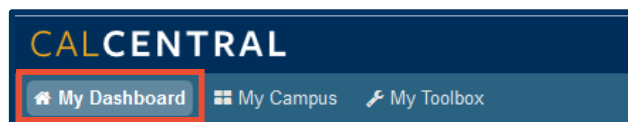
NOTE: The Administrative Transcript is shows general information and may not display all of the information that you may be looking for. Please use the APR or other queries for specific records and when looking for completed university or program requirements.

1. Sign into CalCentral with your CalNet ID.

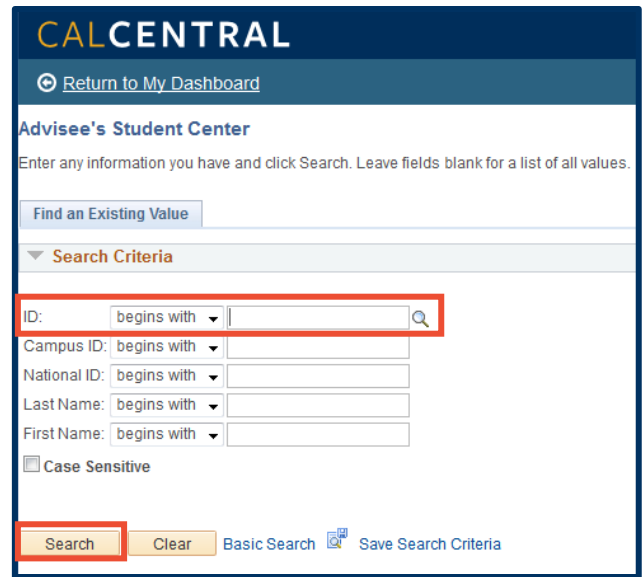
calcentral.berkeley.edu



2. On the right side of your dashboard in CalCentral, you will find the **Advising Resources** card. Click the link for **Administrative Transcripts**.

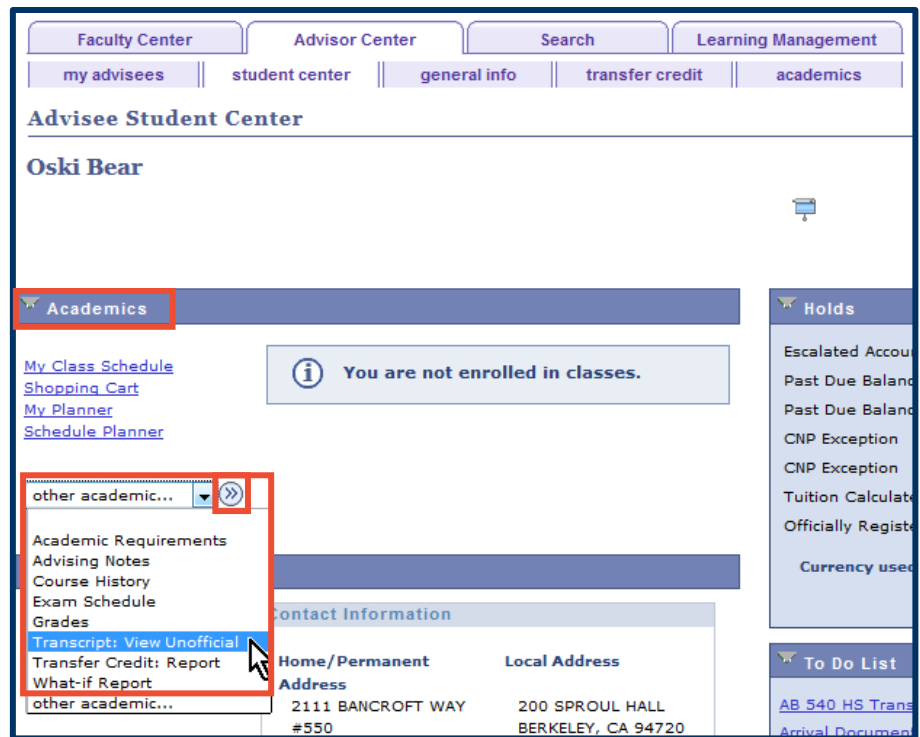


3. Enter the student's ID number or click the spyglass icon to look up a student by name.



4. Click Search.

5. On the next page, in the **Academics** section, use the drop list to select "Transcript: View Unofficial" and click the double-arrow "go" button,



- Click the **view report** button for the date you requested the report on.

Faculty Center | Advisor Center | Search | Learning Management
 my advisees | student center | general info | transfer credit | academics

Advisee Unofficial Transcript

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	01/03/2017	UC Administrative Transcript	UCB01	173621	Immediate Processing	01/03/2017
view report	12/23/2016	UC Administrative Transcript	UCB01	173621	Immediate Processing	12/23/2016
view report	12/23/2016	UC Administrative Transcript	UCB01	173621	Immediate Processing	12/23/2016

CANCEL

- You may need to allow a pop-up window to view the PDF of the transcript.

Firefox prevented this site from opening a pop-up window. Options x

CALCENTRAL

Return to My Dashboard

Jocelyn Newman

Faculty Center | Advisor Center | Search | Learning Management
 my advisees | student center | general info | transfer credit | academics

Advisee Unofficial Transcript

Previous Requests

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	01/03/2017	UC Administrative Transcript	UCB01	173621	Immediate Processing	01/03/2017
view report	12/23/2016	UC Administrative Transcript	UCB01	173621	Immediate Processing	12/23/2016
view report	12/23/2016	UC Administrative Transcript	UCB01	173621	Immediate Processing	12/23/2016

CANCEL

- In Firefox, this is what the Options looks like. Click "Show 'https://bcsweb...'" to allow the transcript to open.

Options x

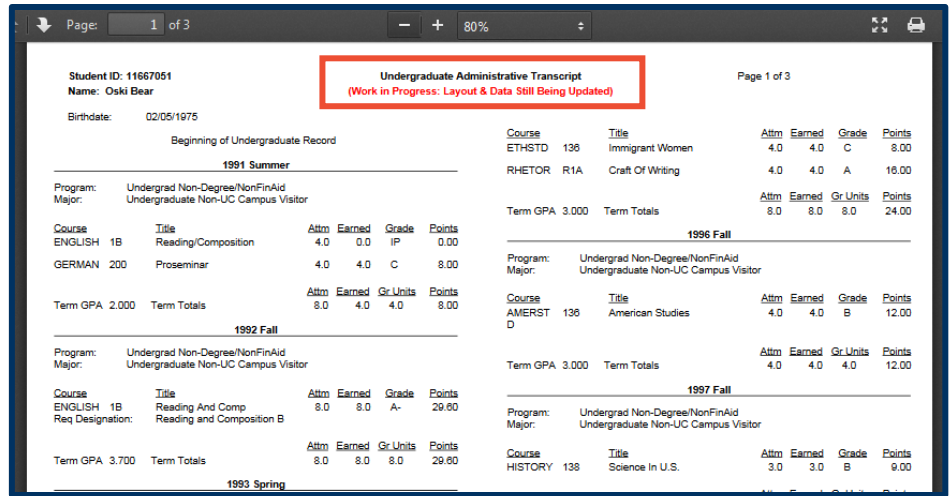
Allow pop-ups for bcswebqat.is.berkeley.edu

Edit Pop-up Blocker Options...

Don't show this message when pop-ups are blocked

Show 'https://bcswebqat.is.berkeley.edu/psc/bcsqat/view/FILEDB_XMLP/71990b28...' x

9. A PDF of the unofficial transcript will open in a new window.



Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>