

How to view your transcripts using PAWS:

1. Log in to PAWS and click on "Student Center".



2. Click on the "My Academics" link.

The screenshot shows the 'Sarah's Student Center' page. On the left is a 'Menu' sidebar with 'My Academics' circled in red. The main content area has a 'Academics' section with links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Enrollment Verification (NSC)'. Below these links is a dropdown menu labeled 'other academic...'. To the right is a '2010 Fall Schedule' table.

Class	Schedule
CSC 345-01 LDI (82674)	MoTh 12:00PM - 1:50PM Holman Hall 126 MoTh 12:00PM - 1:50PM Holman Hall 117
CSC 360-01 LDI (82676)	TuFr 2:00PM - 3:20PM Holman Hall 126 TuFr 2:00PM - 3:20PM Holman Hall 204
CSC 410-01 LDI (82680)	TuFr 8:30AM - 9:50AM Holman Hall 126

Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

To view an unofficial transcript:

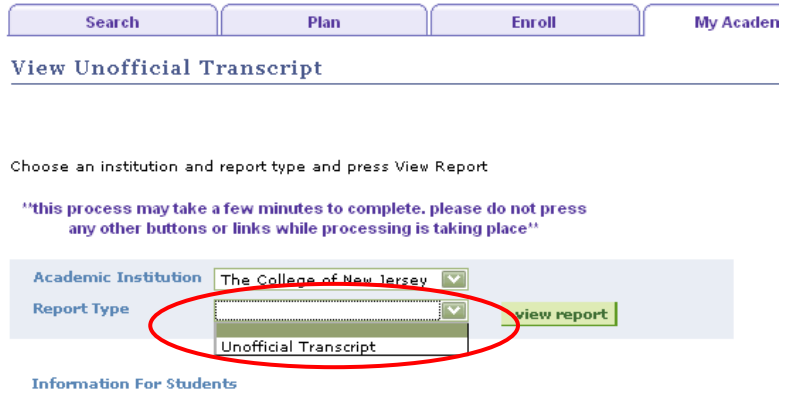
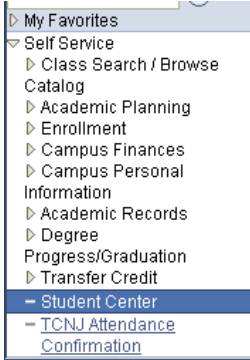
3. Click on "View my unofficial transcript".

The screenshot shows the 'My Academics' page with a sidebar menu on the left. The 'My Academics' link in the sidebar is highlighted. The main content area has a 'My Academics' header with tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the header are several sections with links:

- Academic Requirements**: [View my advisement report](#)
- What-If Report**: [Create a what-if scenario](#)
- Advisors**: [View my advisors](#)
- Transfer Credit**: [View my transfer credit report](#)
- Course History**: [View my course history](#)
- Transcript**: [View my unofficial transcript](#) (circled in red), [Request official transcript](#)
- Graduation**: [Apply for graduation](#)

On the right side, there is a 'My Program:' section with a tree view showing the student's program details: Institution - The College of New Jersey, Career - Undergraduate, Program - School of Science, Major - Biology, and Liberal Learning Con - Cognitive Science.

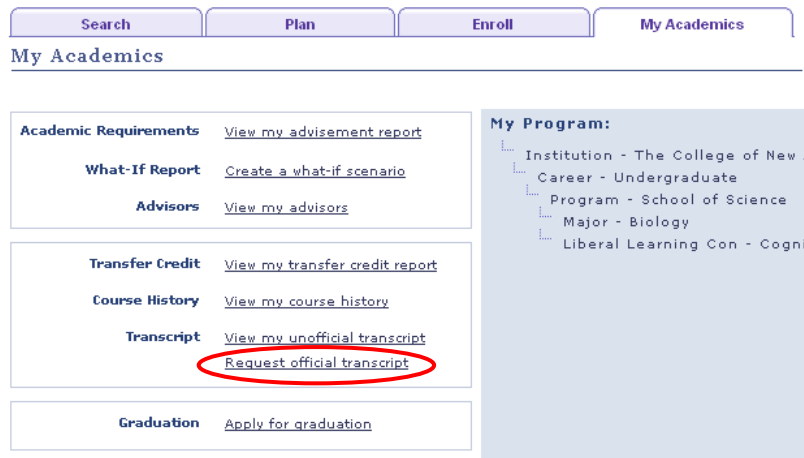
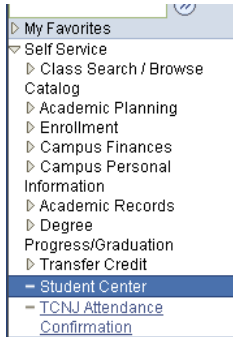
4. Under “Report type”, select “Unofficial transcript” from the drop-down menu and then click the “view report” button. Please be patient as the transcript may take a few minutes to load.



* **Note:** Your unofficial transcript is for personal/internal use only. Most outside employers/institutions will require an official transcript (see below).

To view an official transcript:

3. Click on “Request official transcript”.



4. To have the transcript sent as soon as possible, select “immediate processing” from the drop-down menu. Alternatively, you can have the transcript delayed until your degree is awarded (select “degree confer date”) or until your grades for the current semester have been posted (select “grade posting”). Your official transcript can be sent directly to the person that requested it or to your home address. Fill in the correct and complete address in the space provided. Click submit when you are finished.

My Favorites

- Self Service
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Center**
 - TCNJ Attendance Confirmation

Search Plan Enroll My Academics

Request Official Transcript

Select Institution: The College of New Jersey

Information For Students

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option: Immediate Processing (highlighted)

Quantity: []

Enter Recipient Address Information

Send To My Address

Send To: []

Country: United States

Address: [] [Edit Address](#)

****Incomplete address information will delay your request.****

SUBMIT CLEAR