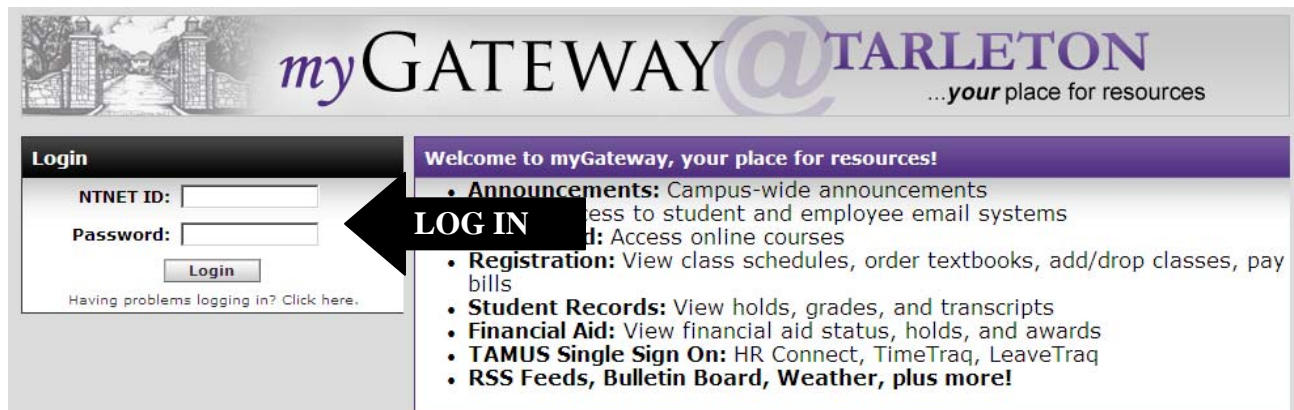


VIEW UNOFFICIAL TRANSCRIPT



- Go to www.tarleton.edu
- Click on – myGateway above the Tarleton State University logo



Use your TARLETON email/network username & password for login (*this is what you use to log onto the computer*). For help with your username and password, students may contact Information Technology Services at 254-968-9885 or visit the [Help Desk](#) website.



- Click on Student tab
- Click on DuckTrax link (*Students will not have to log into DuckTrax using their university ID and pin number*).
- You will be directed to the Main Menu of DuckTrax.

VIEW UNOFFICIAL TRANSCRIPT

- Click on – Online Services & Financial Aid
 - Click on either link indicated by a black arrow

Search Go

[Personal Information](#) [Online Services & Financial Aid](#)

Main Menu

Important Payment Deadlines – SPRING 2006:

2nd Installment Due by February 16, 2006
3rd Installment Due by March 23, 2006
Short-term Loans Due by April 27, 2006

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Online Services & Financial Aid](#)
Register, View your academic records and Financial Aid

- Click on Student Records

[Personal Information](#) [Online Services & Financial Aid](#)

Online Services & Financial Aid

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades, transcripts and account summary

[Financial Aid](#)
Apply for Financial Aid, review status and loans

- Click on- Academic Transcript

Student Records

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Account Summary by Term](#)

[Degree Evaluation](#)

[Course Catalog](#)

[View Student Information](#)

VIEW UNOFFICIAL TRANSCRIPT

- At Academic Transcript Options screen
- Click on- Submit

Academic Transcript Options

 Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: Unofficial Transcript u/g

Submit 

YOUR UNOFFICIAL TRANSCRIPT WILL APPEAR

- First section (Student Information)
 - Name
 - Birth Date
 - College that encompasses your department and major
 - Major

Transcript Data

STUDENT INFORMATION

Name :

Birth Date:

College:

Major:

VIEW UNOFFICIAL TRANSCRIPT

- Second Section (Degree Information)
 1. "Sought" - means you have no degree plan on file at the Registrar's Office
 - All students with more than 90 hours must have a Degree Plan on file at the Registrar's Office
 - Please see your Advisor to fill out a Degree plan and it will be forwarded to the Registrar's Office
 2. "Degree Plan filed in the Registrar's office" - means you have a degree plan on file at the Registrar's Office
 - Your Degree Type will be first (i.e. Bachelor of Science)
 - Your Major will be next
 3. "Pending (appl for graduation)" - means you have filed an Application for Graduation at the Registrar's Office
 - Your Degree Type will be first (i.e. Bachelor of Science)
 - Your Major will be next
 4. "Degree Awarded" - means the you have been awarded a Degree
 - Your Degree Type will be first (i.e. Bachelor of Science)
 - Your Major will be next
-

- Third Section
 1. Your transfer work (if any) will show up first by semester
 - If incorrect information is posted here please email uadm@tarleton.edu
 2. Your Tarleton work will display next by semester
 - If incorrect information is posted here please email registrar@tarleton.edu
-

If you need an Official Transcript please see http://www.tarleton.edu/~registrar/re_transcripts2.html for more details.