NDUS Unofficial Transcript Instructions

1. Log into Campus Connection
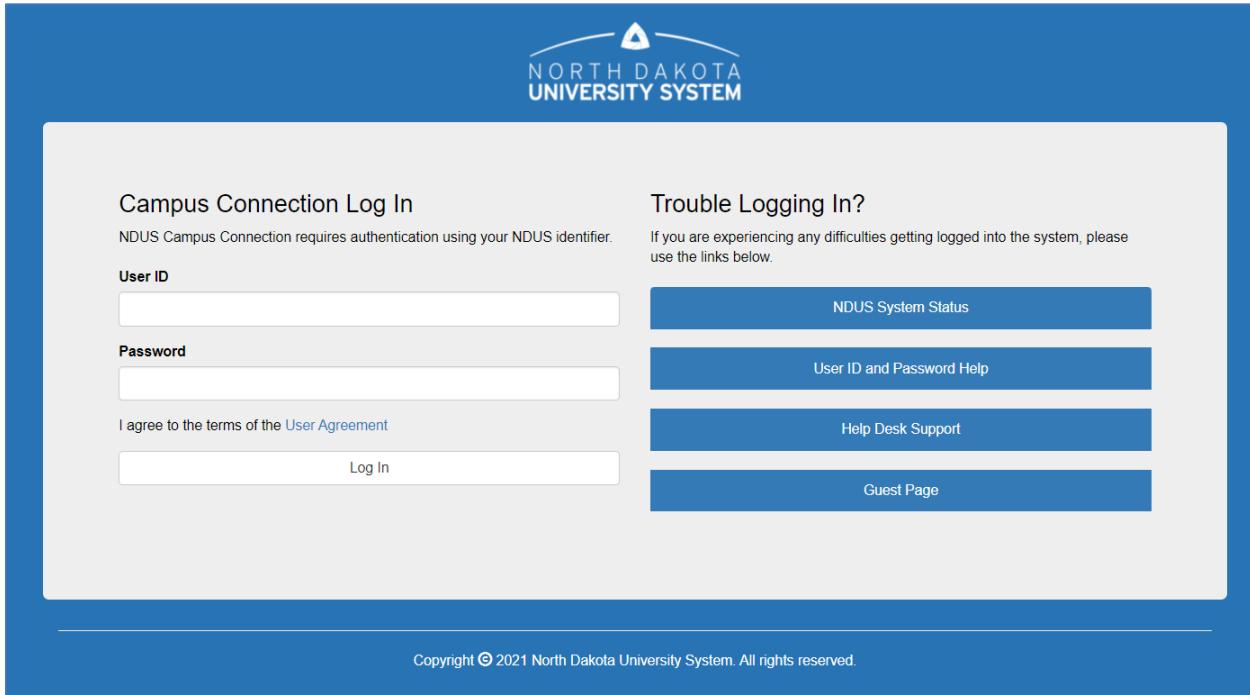
2. On the **Student Homepage**, click on the **Academic Records** tile.
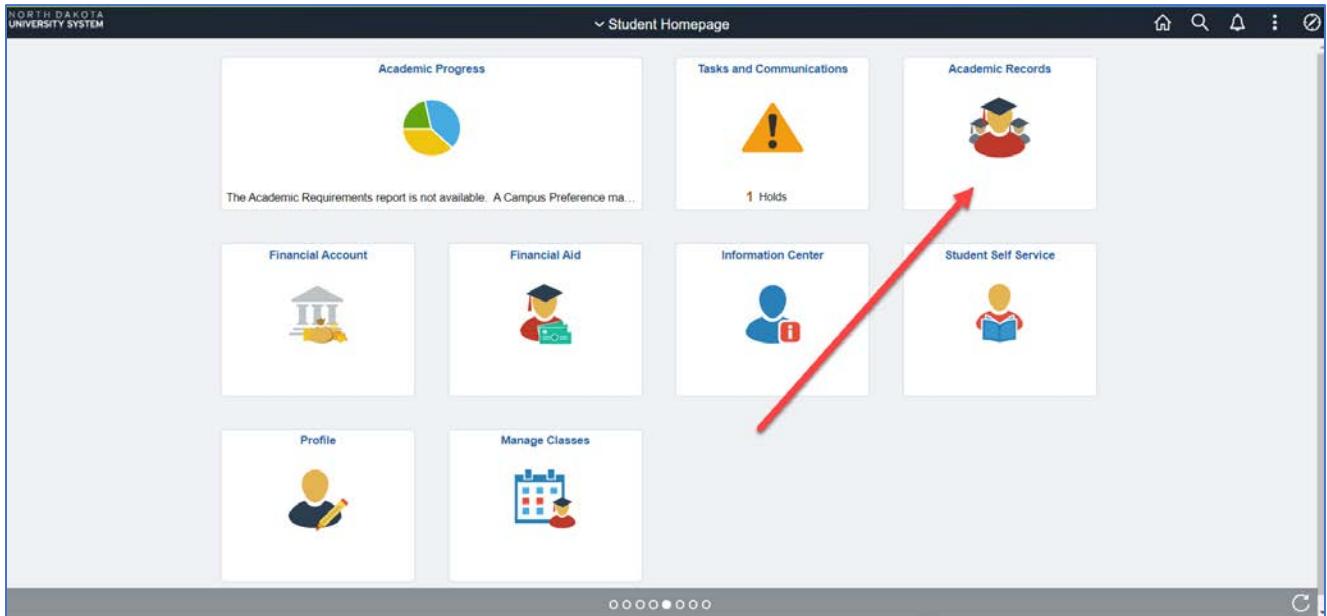
3. Click **View My Official Transcript** on the left.

4. Select your institution [if prompted]
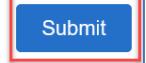
5. Select a report type [transfer detail or transfer summary] and then click **Submit**.

    Note: Popups must be allowed in your browser for transcript to open.

View Report	View All Requested Reports

New Request   [Submit]

Report Type

[Unofficial w/ Transfer Details   ⌄]

Information For Students
Unofficial transcript with transfer credit details in PDF format.
If student has no transfer credits, then both report types display the same information.

To view transcripts, a PDF reader is required and pop-ups must be allowed by your
browser.

To view reports, your device should allow popups and have a PDF viewer.

6. Save a copy of the file to upload into your Dual-Credit Scholarship Application.