OFFICE OF THE REGISTRAR

HOW TO ACCESS YOUR UNOFFICIAL TRANSCRIPT
VIA SELF-SERVICE ON ADLER CONNECT

Students can now access a new and improved unofficial transcript via Self Service on Adler Connect! This is exciting news!

This version of the unofficial transcript is significantly different from the unofficial transcript option you are accustomed to viewing in WebAdvisor. This version of the unofficial transcript displays your name, address, degree programs, degree program start dates, transfer credit, and a term by term listing, with grades, of all courses taken at the University, and any degree conferred at the University. All in PDF format!

It is easy to access your unofficial transcript. Step by step instructions are below.
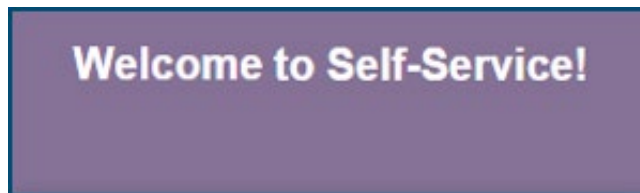
If you have additional questions regarding the unofficial transcript, please contact us at registrar@adler.edu.
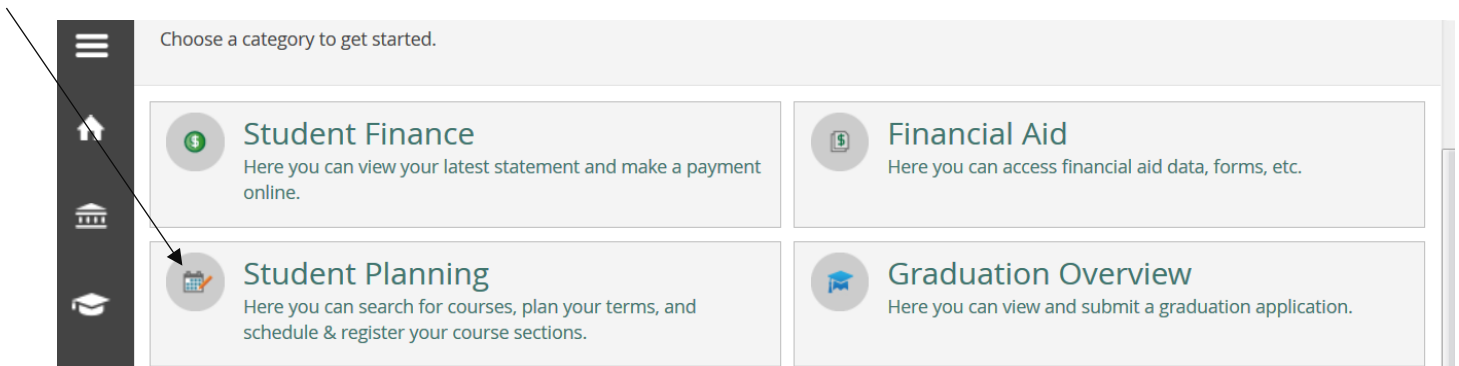
STEP ONE:

Log onto Adler Connect.

STEP TWO:

Go to the self-service option and click on the **Welcome to Self-Service!** tab.
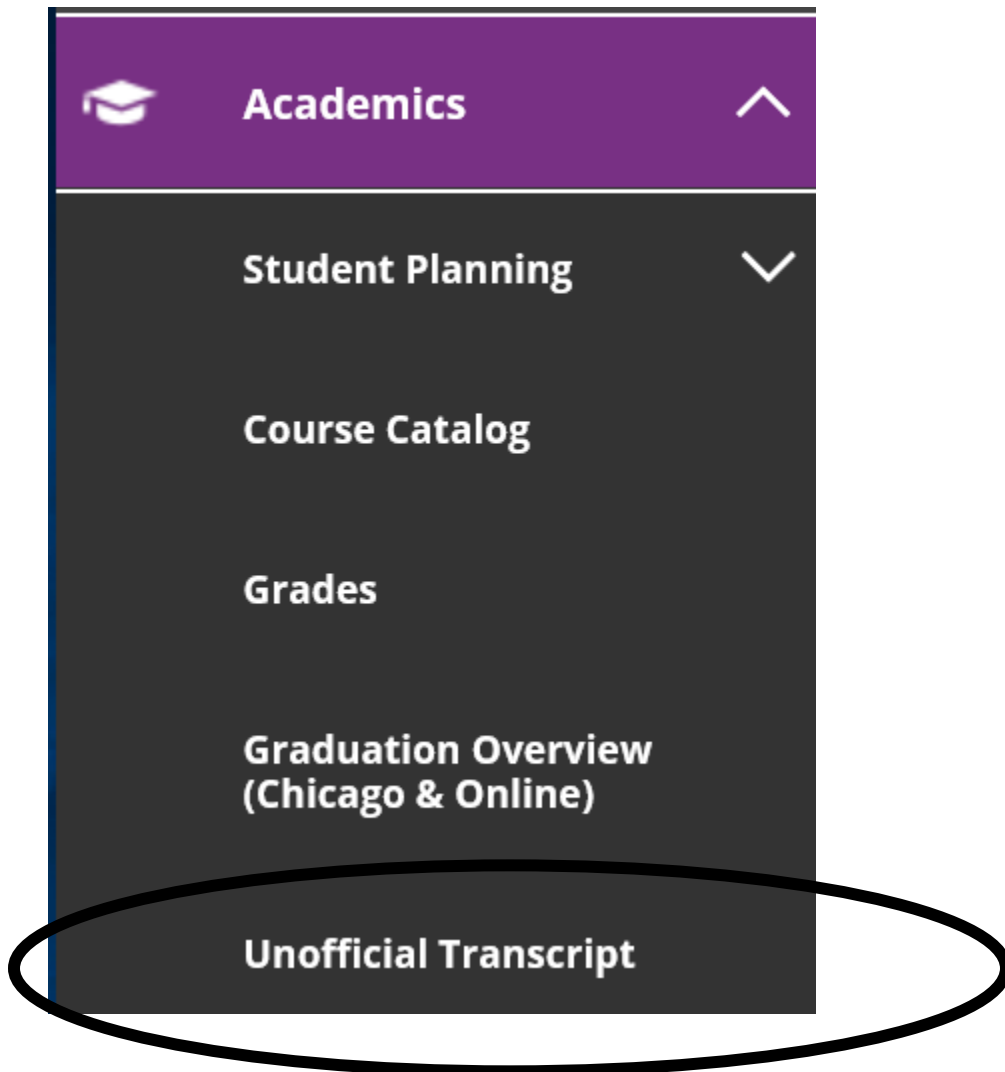

STEP THREE:

Click on the Student Planning tab.

STEP FOUR:

Click on the graduation cap.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details	Link

The "**Academics**" menu will appear. Select "**Unofficial Transcript**".

Academics ∧

Student Planning ∨

Course Catalog

Grades

Graduation Overview
(Chicago & Online)

Unofficial Transcript

STEP FIVE:

Click the "Graduate Transcript Grouping Transcript" and a PDF version of your unofficial transcript will appear.

NOTES:

1. **Please ensure your computer has the latest version of Adobe Acrobat.**

2. **If you have a balance with the University (see your notification section in Self Service), you will not have access to your unofficial transcript.**