OFFICE OF THE REGISTRAR

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

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 vanregistrar@adler.edu.

STEP ONE:

Log onto Adler Connect.

STEP TWO:

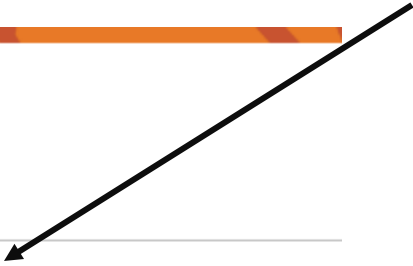Go to the self-service option and click on the **Self-Service** tab.

STEP THREE:

Click on Academics.

STEP FOUR:

Select Unofficial Transcript.
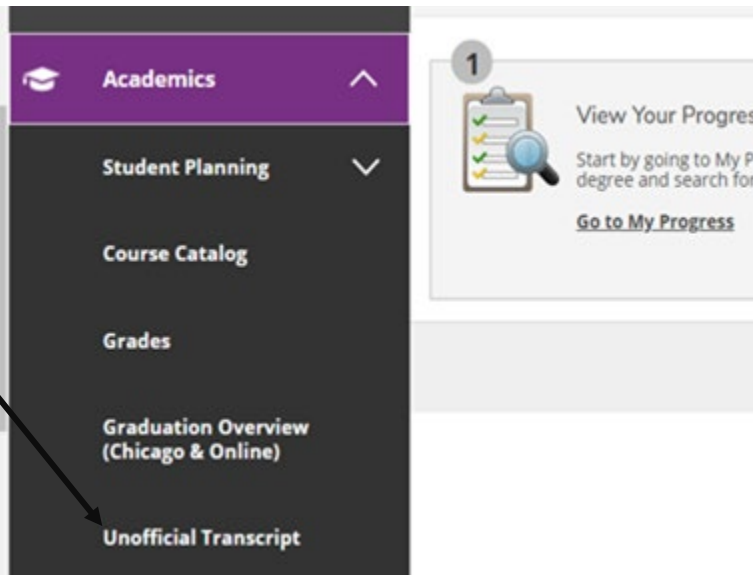
STEP FIVE:

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, you will not have access to your unofficial transcript.**