

Unofficial Transcript Instructions for Students

To upload your unofficial transcript off of Colgate Portal:

1. Go to Colgate website and
2. Click on [My Colgate](#) (Portal)
3. Sign in.
4. On Home Page, within the “Banner Self Service” box:
5. Click on “get unofficial transcript” link
6. Pull up your transcript (call Registrar if you can't find this on site)
7. Drag your mouse over entire ext to copy and paste guts of transcript to a Word document (or an Excel doc).
8. Save the Word document (or Excel doc) to your desktop.
9. You Must Reformat the doc to be ONE PAGE long.

Reformatting takes time! But employers don't want to receive a 7page unofficial transcript with strange formatting. **See example on next page.**

Colgate University

Center for Career Services

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Unofficial Transcript Instructions for Students

Unofficial Transcript for Student Name

Major: Biology
Overall GPA: 3.14

Fall 2008

CORE 114 Ecology, Ethics, & Wilderness A-
FSEM 162 Who Owns Antiquity? B
HIST 230 The Making of Latin America B-
PHED 151 Intro Rock (1 unit)
PSYC 150 Introduction to Psychology B

Spring 2009

BIOL 211 Evolution, Ecology, Diversity B
BIOL 211L Evoln, Ecol, Diversity Lab B+
CORE 152 The Challenge of Modernity B
ECON 151 Introduction to Economics C
MATH 111 Calculus I A

Fall 2009

CHEM 101 General Chemistry I B
CHEM 101L General Chemistry I Lab B+
CORE 183 The Middle East B+
GEOL 135 Oceanography A-
PHIL 202 Environmental Ethics B-

Spring 2010 Major: Biology

BIOL 212 Molecules, Cells & Genes B-
BIOL 212L Molecules, Cells, Genes Lab A
BIOL 340 Marine Biology B+
CHEM 102 General Chemistry II C+
CHEM 102L General Chemistry II Lab B
CORE 151 Western Traditions A-
PHED 626 (M/W) Rugby

COURSES IN PROGRESS

Fall 2010

BIOL 336 Advanced Ecology
BIOL 336L Advanced Ecology Laboratory
ECON 219 Chinese Economy
ECON 252 Intermediate Macroeconomics

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