How to Screenshot Your Unofficial Transcript

1. Log in to your SAIL account through this link [https://sail.tamucc.edu/portal.html](https://sail.tamucc.edu/portal.html)

2. From your Home Menu, select Student

3. From the Student Menu, select Student Records

4. From Student Records, select View Academic Transcript, then Submit
5. You will see your transcript data. You may need to scroll down a little bit to make sure your **Name** and **GPA** are in one screen. Then hit PrintScreen button on your keyboard (if you use Window) or Shift-Command-4 (if you use Mac OS), or take picture of current screen. Email the transcript screenshot to study.abroad@tamucc.edu.

### Transcript Data

#### STUDENT INFORMATION

- **Name:**

#### Curriculum Information

- **Current Program**
  - College: Liberal Arts
  - Major and Department: Communication, Dept Communication & Media
  - Major Concentration: Organizational Leadership
  - Major Concentration: Non-Thesis

***Transcript type: UNOF is NOT Official***

### DEGREES AWARDED

- **Pending:** Master of Arts
- **Degree Date:**

### Curriculum Information

#### Primary Degree

- **Major:** Communication

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