

How to Screenshot Your Unofficial Transcript

1. Log in to your **SAIL account** though this link <https://sail.tamucc.edu/portal.html>
2. From your **Home Menu**, select **Student**



Personal Information **Student** **Financial Aid**

Search

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student

Register and View your academic records

Financial Aid

View financial aid status and eligibility, accept award offers, and view loan applications.

RELEASE: 8.8.3

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3. From the **Student Menu**, select **Student Records**



Personal Information **Student** **Financial Aid**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades and transcripts

Student Account

View your account summaries, statement/payment history and tax information

Parking Administration

Request Parking Permit/Check Ticket Status

Purchase Meal Plan

DO NOT select this link if you live on campus in Miramar; please contact the SandDollar Office to adjust your meal plan.

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4. From **Student Records**, select **View Academic Transcript**, then Submit

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: UnOfficial

Submit

[\[View Holds \]](#)

- 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 key board (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					
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	30.000	30.000	30.000	30.000	108.000	