TRANSCRIPT REVIEW Checklist

It is important to periodically review for accuracy the information on your college transcript. Here are some areas to check during your review. If you have a question or find an error/omission, please contact the Registrar.

__ Is your full name spelled correctly?
__ Is your major(s) indicated correctly?
__ Are your Advanced Placement credits listed?
__ Are your courses "passed by exam" listed?
__ Is Dean's List indicated on each semester when it has been earned?
__ Are all courses attempted indicated and complete with a grade?
__ If you participated in a team sport, is it listed on the transcript?
__ Have courses taken while abroad been listed with grades and units?
__ Are the units correct for variable unit classes, such as research?
__ Is your Academic Standing indicated correctly?
__Is the topic of your Independent Study course listed?

When the appropriate work has been completed,
__ Are grades now listed for courses for which you were given a grade of INC?
__ Are grades now listed for courses for which you were given a grade of N?
__Are grades now listed for courses for which you were given a grade of NR or NGS?

After graduation,
__ Is Distinction or High Distinction indicated if it has been earned?
__ Are Departmental Honors indicated if they have been earned?
__ Is your graduation date correct?
__ Is your degree and major indicated correctly?
__ Is your second major indicated, if completed?
__ Is your minor indicated if you had an Off-Campus first major?
__Is the topic of your IPS major indicated?

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During a semester, your schedule of classes indicates your current courses, which will later become part of the transcript. Review your schedule of classes during a semester.

__ Are classes you are attending listed?
__ Are any classes listed that you are not attending? Consider dropping them.
__ Are the units correct on variable unit classes, such independent studies