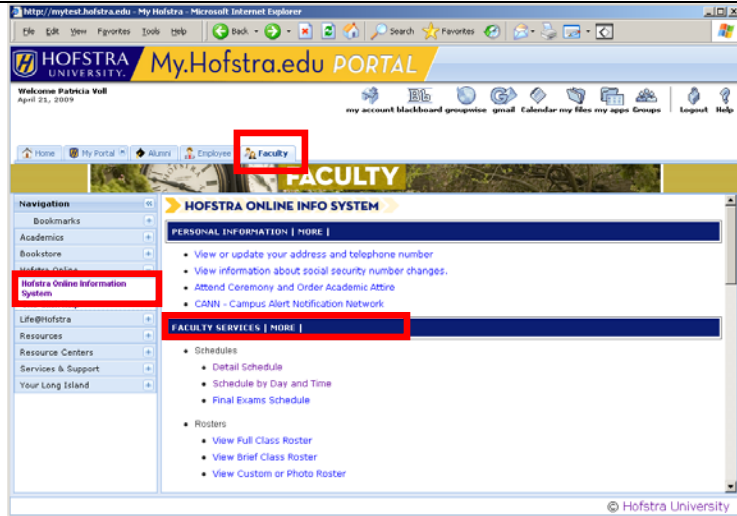


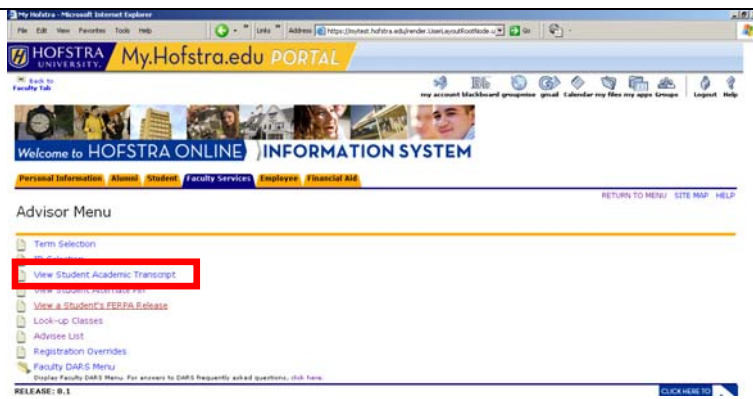
View a Student's Transcript

Form/Function

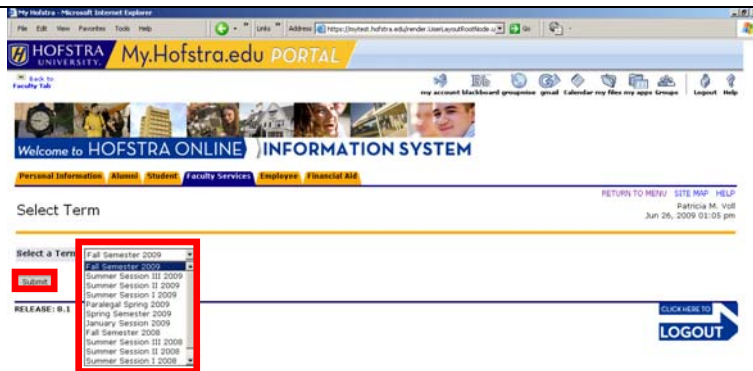


Procedure

- 1) After login to the My.Hofstra.edu portal, click the Faculty Tab and open the **Hofstra Online** category in the left navigation pane. Click HOFSTRA ONLINE INFORMATION SYSTEM and click the **Advisor** menu bar.



- 2) Click View Student Academic Transcript.



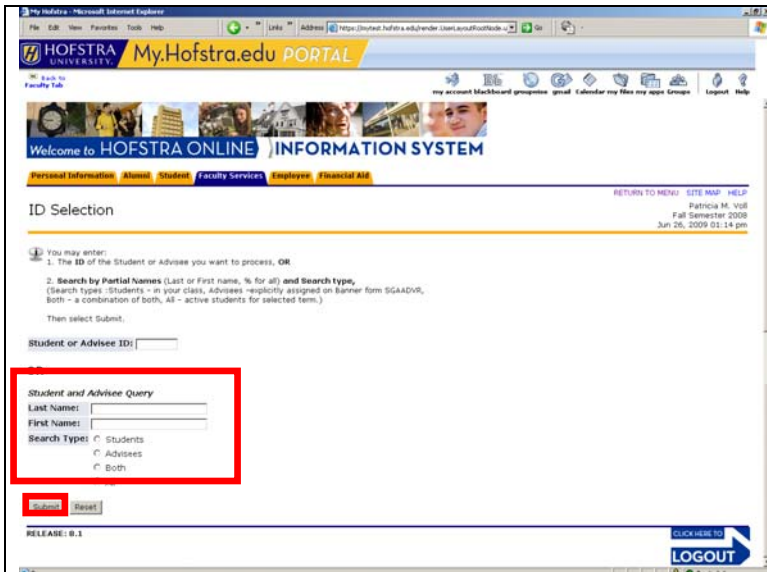
- 3) If you have not already select term you will be prompted to do so.

Use the drop-down arrow to select the correct semester, **SUBMIT**.

Note: The semester you choose will remain as your default semester until you select another. Click on the **TERM SELECTION** option from any menu to change the semester.

Form/Function

Procedure



4) If you have not already selected a student, you will be prompted to do.

Enter the Student's Hofstra ID number that begins with 700

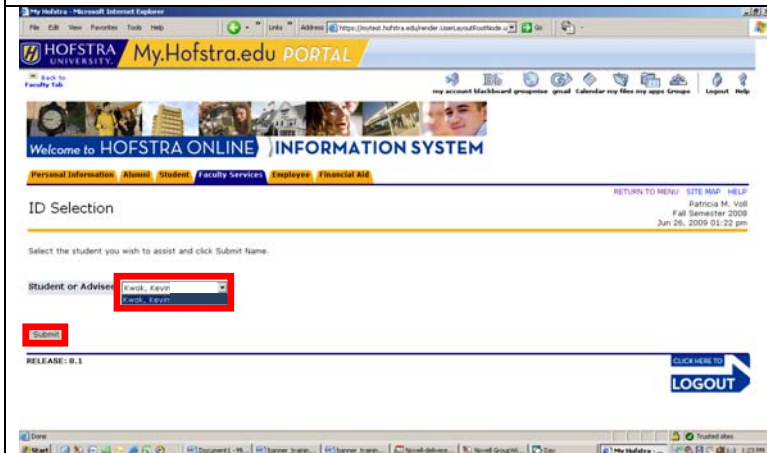
OR

Type the last name and/or first name.

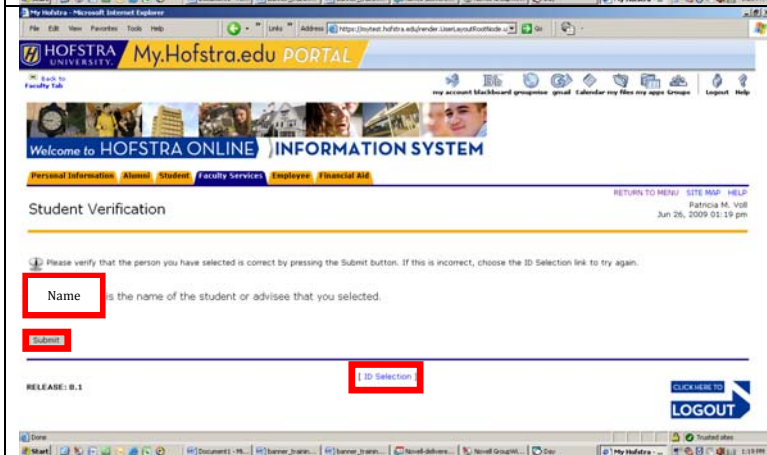
Click **SUBMIT**.

Note: Use of the wildcard “%” is permitted.

This will remain as your default student until you select another.



5) Choose your student from the drop down list and click **SUBMIT**.



6) Verify by clicking **Submit**

Note: You can select another student from the link at the bottom.

7) Click the **DISPLAY TRANSCRIPT** button.

Note: If you do not have access to the student's transcript you will be instructed to enter the student's date of birth in MMDDYY format.

Here is an example of a student's transcript.

Use the links at the top to move to areas on the page such as Transfer Credits, Transcript Totals or Courses in Progress.

At the top of every transcript you will immediately see the student's major and minor.

Transfer Credits if any are next, followed by a record for each semester in which the student attended.

Notice that below each semester you will find the GPA for that term

The Total GPA is listed after the last attended semester.

Courses in Progress appear below the Transcript Totals.

To view a transcript for a different student.

Click the Hofstra Online tab at the top the page to navigate to other features or Click RETURN TO FACULTY tab at the top left of the page.

