
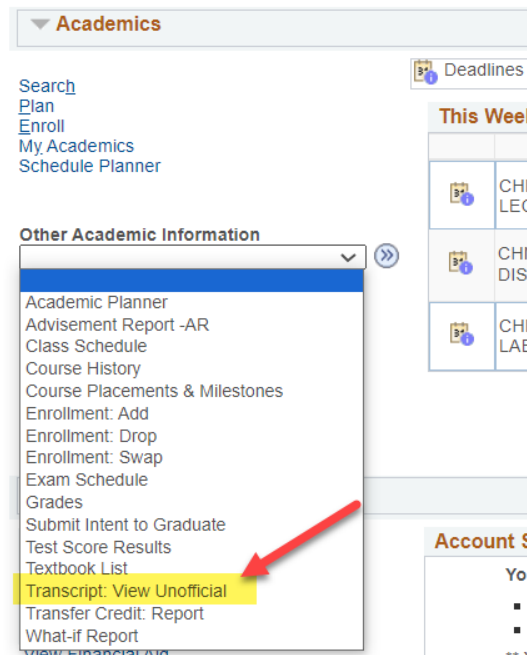


# View Your Transcript

A transcript is a copy of your academic record at UWL, listing all courses, credits, grades, academic standing, GPA, honors, and degrees in one report. An official copy has the school seal, Registrar's signature, and other securities to prevent tampering. An unofficial copy does not have signatures or many of the other securities, although it is still secured from being released without permission

1. In the **Academics** section of your Student Center, select **Transcript: View Unofficial** from the drop-down mention. Click the double arrow button. 



2. On the next screen, leave **Academic Institution** as **UW-La Crosse**. Click **Unofficial Enrollment (Both)** for **Report Type**. Do not leave this blank or the transcript will not come up.

## View Unofficial Transcript

Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

Academic Institution UW-La Crosse ▼  
Report Type Unofficial Enrollment (Both) ▼

View Report

## Information For Students

View All Requested Reports

3. Click **View Report**.
4. A new window or tab should pop up displaying the transcript.

**Tip:** If a new window or tab does not come up, you might have a popup blocker on in your browser. Go to your browser options and turn off the blocker or add **wings.uwlax.edu** to the list of acceptable sites.

5. You may save the unofficial transcript as a PDF file to your computer or print it. On your WINGS window, you will see the history of the times when you have requested to view this report.

## View Unofficial Transcript

## Previous Requests

Personalize   Find   View All    First 1-7 of 7 Last						
	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
<a href="#">View Report</a>	07/16/2024	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	07/16/2024
<a href="#">View Report</a>	04/27/2024	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	04/27/2024
<a href="#">View Report</a>	01/15/2024	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	01/15/2024
<a href="#">View Report</a>	01/13/2023	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	01/13/2023
<a href="#">View Report</a>	05/16/2022	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	05/16/2022
<a href="#">View Report</a>	05/16/2022	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	05/16/2022
<a href="#">View Report</a>	04/19/2022	Unofficial Enrollment (Both)	UWLAC		Immediate Processing	04/19/2022

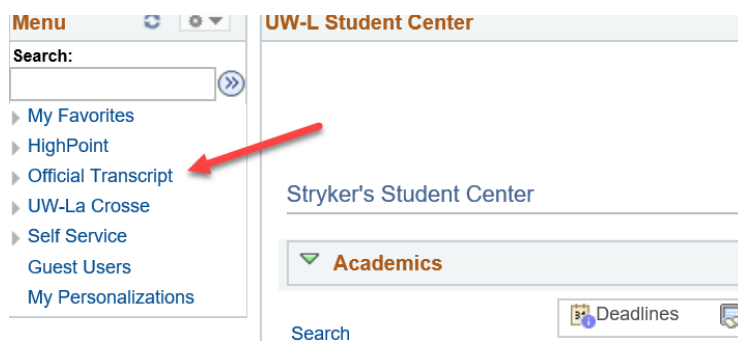
Cancel

6. To order an **official** transcript, there are two places in your WINGS you can click on.
- Go to the Enrollment Resources section in the bottom right of your Student Center homepage and click on Official Transcript. A new window or tab will pop up with the start of the official transcript form.



OR

- Click on the Official Transcript link in the left-hand menu, then click on Official Transcript again. A new window or tab will pop up with the start of the official transcript form. Select either electronic (PDF) delivery through secure email or paper (hard copy) delivery through US Postal Service.



7. There is a fee for each official copy sent. You can pay with a credit or debit card.

More information about ordering an official transcript is on the Records & Registration's transcript webpage: <https://www.uwlax.edu/records/transcript-request-procedure/>.