

# Liberty University Online

How to send unofficial transcripts  
(Windows Computer)

- Navigate to appropriate page on your school's website

Unofficial Transcript

**INSTITUTION CREDIT** -Top-

**Term: Spring 2010**

**Academic Standing:** Good Standing  
**Additional Standing:** Dean's List

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIBL	110	UG	New Testament Survey	A	3.000	12.00		
GNED	101	UG	Contemporary Issues I	A	1.000	4.00		
MUSC	185	UG	Symphony Orchestra I	A	1.000	4.00		
MUSC	206	UG	Music Theory IV	A	3.000	12.00		
MUSC	208	UG	Aural Skills IV	B	1.000	3.00		
MUSC	241	UG	Keyboard Instruments (Sophomor	A	1.000	4.00		
MUSC	312	UG	Music History Since 1750	B	3.000	9.00		
MUSC	363	UG	Percussion Class	A	2.000	8.00		

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	15.000	15.000	15.000	15.000	56.00	3.73
<b>Cumulative:</b>	15.000	15.000	15.000	15.000	56.00	3.73

Unofficial Transcript

**Term: Fall 2010**

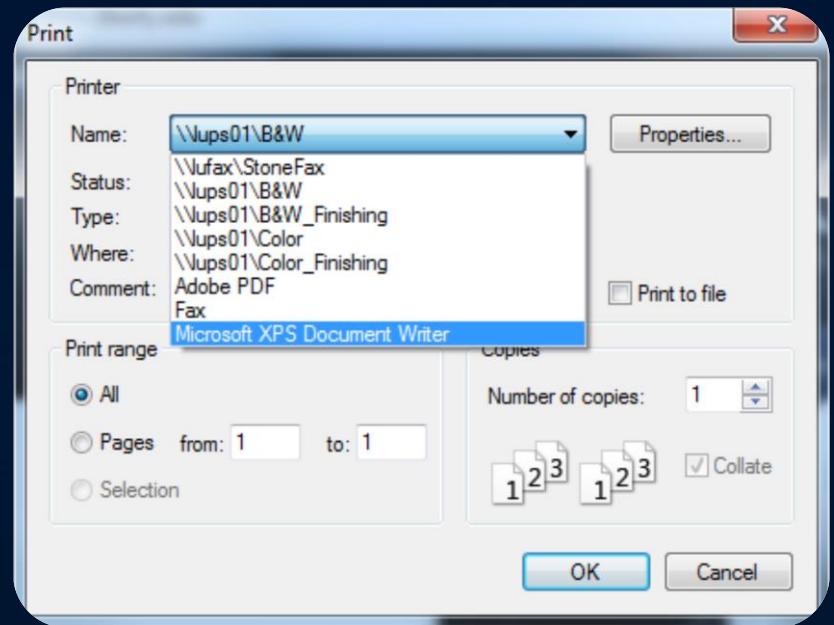
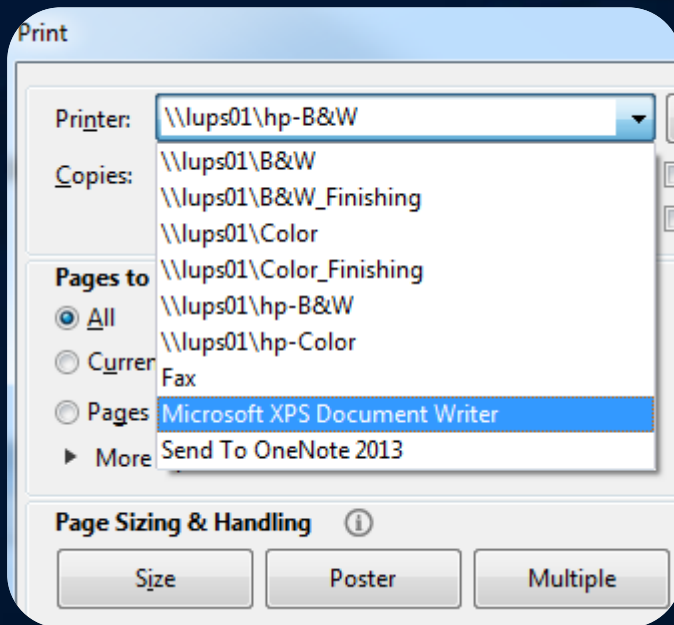
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIOL	101	UG	Principles of Biology	C	3.000	6.00		
GNED	102	UG	Contemporary Issues II	B	1.000	3.00		
HIUS	221	UG	Survey of American History I	B	3.000	9.00		
MUSC	316	UG	Choral Conducting	B	2.000	6.00		
MUSC	341	UG	Keyboard Instruments (Junior)	A	1.000	4.00		
MUSC	374	UG	String Class	A	2.000	8.00		
MUSC	485	UG	Symphony Orchestra II	A	1.000	4.00		
THEO	201	UG	Theology Survey I	R	3.000	0.00		
MRSP	155	UG	Private Guitar (Freshman)	A	1.000	4.00		

- Select Print by clicking *Ctrl + P*
- Instead of printing the document, be sure to select *Microsoft XPS Document Writer* from the printer options

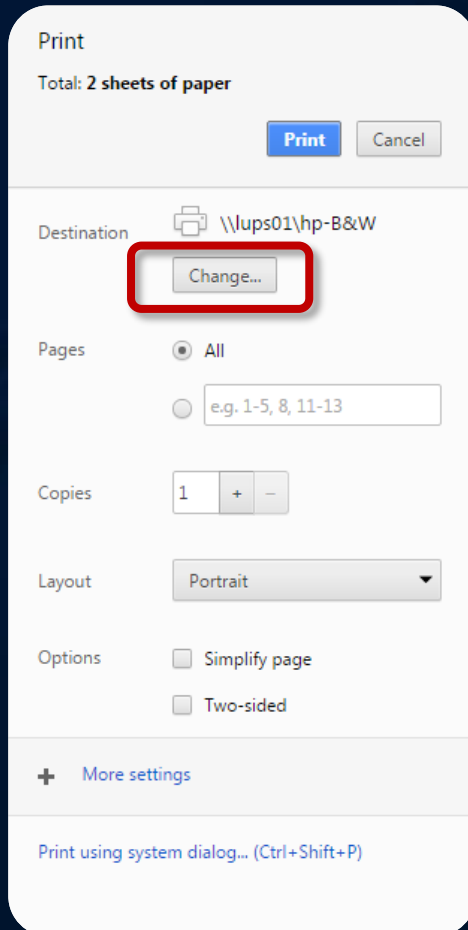
## Internet Explorer

## Firefox

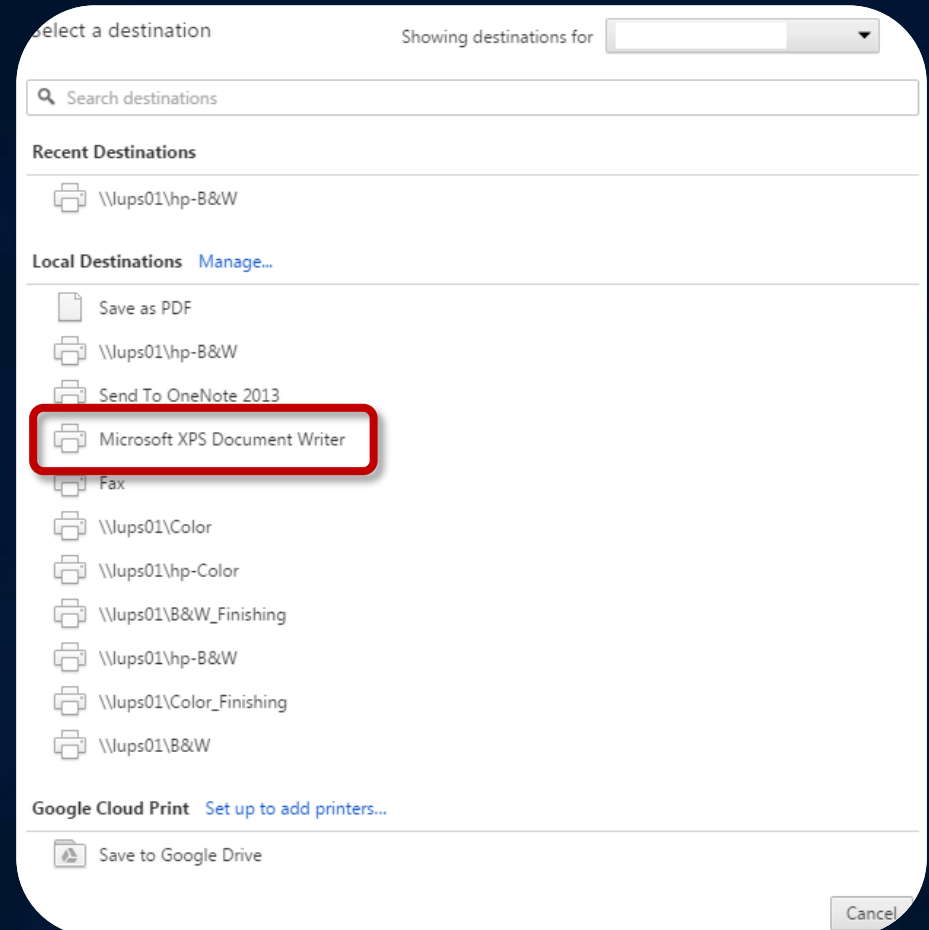


# Chrome

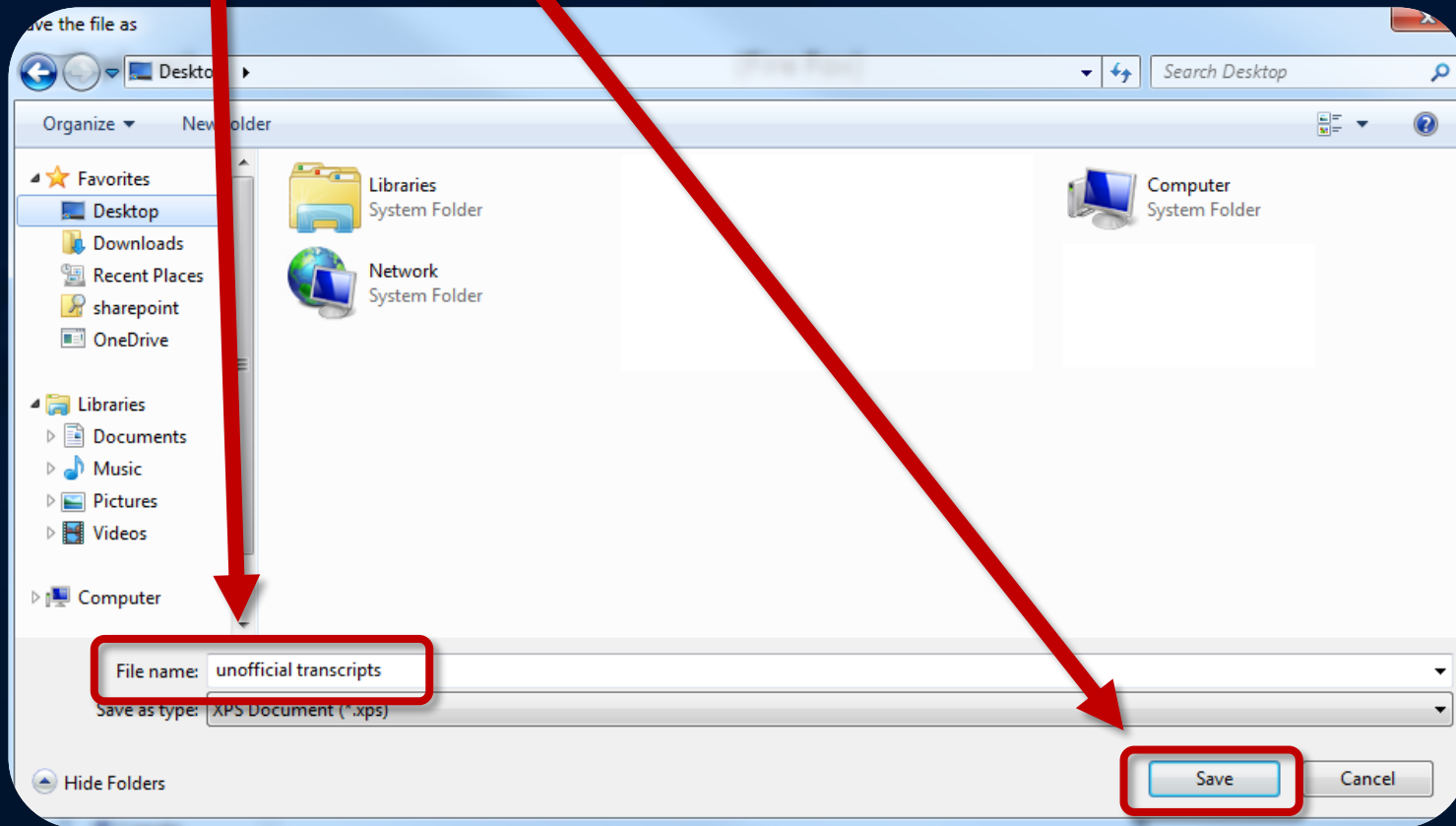
## Change Printer



## Select Microsoft XPS Document Writer



- Click **Print**, or **OK** (depending on the browser)
- Rename and save to file



- Attach XPS document to email, include your student ID and send to [luoverify@liberty.edu](mailto:luoverify@liberty.edu)

