## Liberty University Online

How to send unofficial transcripts (Windows Computer)

> LIBERTY UNIVERSITY

# Navigate to appropriate page on your school's website

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File Edit View Favorites Tools Help										
Unofficial Transcript										
INSTITUTION CREDIT -Top-										
Term: Spr	ing 2010									
Academi	c Standing	j:	Good Standing							
Additiona	al Standin	g:	Dean's List							
Subject	Course	Level	Title		Grade	Credit Hours	Quality Points	Start and End Dates	R	
BIBL	110	UG	New Testament Survey		Α	3.000	12.00			
GNED	101	UG	Contemporary Issues I		Α	1.000	4.00			
MUSC	185	UG	Symphony Orchestra I		Α	1.000	4.00			
MUSC	206	UG	Music Theory IV		Α	3.000	12.00			
MUSC	208	UG	Aural Skills IV		В	1.000	3.00			
MUSC	241	UG	Keyboard Instruments (Sophor	mor	А	1.000	4.00			
MUSC	312	UG	Music History Since 1750		В	3.000	9.00			
MUSC	363	UG	Percussion Class		Α	2.000	8.00			
Term Totals (Undergraduate)										

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Current Term:	15.000	15.000	15.000	15.000	56.00		3.73
Cumulative:	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 R End Dates	
BIOL	101	UG	Principles of Biology	С	3.000	6.00	)	
GNED	102	UG	Contemporary Issues II	В	1.000	3.00	)	
HIUS	221	UG	Survey of American History I	В	3.000	9.00	)	
MUSC	316	UG	Choral Conducting	В	2.000	6.00	)	
MUSC	341	UG	Keyboard Instruments (Junior)	А	1.000	4.00	)	
MUSC	374	UG	String Class	А	2.000	8.00	)	
MUSC	485	UG	Symphony Orchestra II	А	1.000	4.00	)	
THEO	201	UG	Theology Survey I	R	3.000	0.00	)	
RSP	155	UG	Private Guitar (Freshman)	А	1.000	4.00	)	
45.55	155	ne	Private Guitar (Freshman)	¥	1.000	4.00		
THEO	201	ne	Theology Survey I	R	3.000			
MUSC	485	ne	Symphony Orchestra II	¥	1.000	4.00		
MUSC	374		String Class	¥	2.000	8.00		
MUSC	341		Keyboard Instruments (Junior)	¥	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

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Printer		
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Where:	\\ups01\Color \\ups01\Color Finishing	
Comment:	Adobe PDF	Print to file
Print range	Microsoft XPS Document Write	er Copies
All		Number of copies: 1
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### Chrome

#### Change Printer

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#### Select Microsoft XPS Document Writer

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<b>Q</b> Search destinations		
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Print using system dialog... (Ctrl+Shift+P)

- 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

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