

How to check how many credits/cumulative G.P.A.

Sometimes a student will call up needing to know how many total credits they have been awarded at UNLV, or they need to check to see if a grade change has been processed. We can give credit totals over the phone, but we never give grades or G.P.A.'s over the phone. To answer these questions, you will need to know how to access the student's TRN1 screen in their record.

1. Open up the student's record.
2. Type TRN1 in the Function field from the STUD screen and hit enter.
3. Type go in the Function field of the TRN1 screen.
4. Tab down to the TRANSCRIPT TYPE: field and type xx and hit enter.
5. Once you are on the TRANSCRIPT DISPLAY screen, scroll through multiple pages by hitting the enter key until you reach the end of the record. (see example on following pages). The GTOT (Graduate) or UTOT for (Undergraduate) will give the total number of credits and the student's cumulative G.P.A..
6. If the student wishes to know if a grade has been changed in their record then follow the above steps but instead of scrolling to the end of the record, ask the student which term and what class the grade change was supposed to have been submitted. Hit the enter key until you find that particular Term and class. Ask the student what grade they originally received. If the grade is the same then let the student know that the grade change has not been entered into the record. If a different grade shows up from the one the student states they originally received then inform the student that the grade change request was processed. Do not give out the new grade over the phone. If the student wishes to know what the new grade is, then instruct the student to either request unofficial transcripts at the Front Desk or request transcripts through the on-line request form found on our website.

FUNCTION: **trn1** ** STUDENT SUMMARY ** 01/18/07 LNML B408 0 STUD

H- ID= LANGENDORF, NORA M SSN: DIR-REL: N

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RESI.. : NV          ADM-STAT: SP          S-STATUS: SP          DIVISION:
R-STCO: NV          ADM-STAN: G 00        STANDING: G 00        CAMPUS.. :
R-CTRY: USA        ADM-TERM: 2006 3      1ST-TERM: 2006 3      SCHOOL.. : GC
R-DATE: 1991/12/05 RPT-1... :              EXP-STAT: SP          RPT-SCHL: GC
T-EXEM:           RPT-2... :              EXP-STAN: G 00        DEPT.... : UND
P-EXEM:           BILL-PGM: GRSPEC      EXP-GRAD:             REG-GRP. : SPLP
DEAL.. :
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PGRM CODE	DEGREE PGRM-LONGNAME	CRTY ---	CTLG YR/TM	GR FL	GRAD TERM	REPT CODE	APP GRD	REQ MET	AL CR	LMOD USER	LAST-MOD DATE
01- GRSPEC	UNDG	NDG	2006	N			N	N	N	CAD1	2006/09/15
GRADUATE NON-ADMITTED											

02-

03-

02-*L008 END OF FILE

FUNCTION: go **TRANSCRIPT REQUEST** 01/18/07 LNML B408 0 TRN1

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1. SCAN FOR THE STUDENT ID OR SSN.
 2. ENTER "GO" ON THE FUNCTION LINE AFTER ENTERING A VALID TRANSCRIPT TYPE. (TRANSCRIPT TYPE MUST BE VALID ON THE TYP TABLE).
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STUDENT ID : L000089530
NAME : LANGENDORF, NORA M
SSN : 558438138
TRANSCRIPT TYPE : XX
LEVEL CODE : *

FUNCTION: **TRANSCRIPT DISPLAY** 01/18/07 LNML B408 0 TRN2

H- ID. = L000089530 LANGENDORF, NORA M SSN: 558438138

SEQ# HIT ENTER TO SCROLL FOR MORE INFORMATION

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01- 113 LEADERSHIP DEVELOPMENT EDH 728 3.0 A
02- 114 SPECIAL TOPICS HIED EDH 750 3.0 A
03- 115 AVE ERND GR PTS GPA BAL
04- 116 TGRD 6.0 6.0 24.00 4.00 6.00
05- 117
06- 118 SPRING 2004 GC EDLMED G01
07- 119 INTERNSHIP EDH 790 3.0 A
08- 120 INDEPENDENT STUDY EDH 791 3.0 A
09- 121 MULTICULTURAL EDU ICG 701 3.0 A
10- 122 AVE ERND GR PTS GPA BAL
11- 123 TGRD 9.0 9.0 36.00 4.00 9.00
12- 124
13- 125 AVE ERND GR PTS GPA BAL
14- 126 GCAM 39.0 39.0 148.20 3.80 31.20
15- 127 GTOT 39.0 39.0 148.20 3.80 31.20
16- 128
  
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