



LEHMAN
COLLEGE



Office of the Registrar

How to View Your Unofficial Transcript in CUNYfirst

Student Instructions

Students are able to use their Student Center to view, print, or save their unofficial transcript in PDF format. When accessing the unofficial transcript, you must disable your browser's pop-up blocker settings as the transcript opens as a PDF in a new tab/window.



Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: Registrar.Office@Lehman.Cuny.Edu

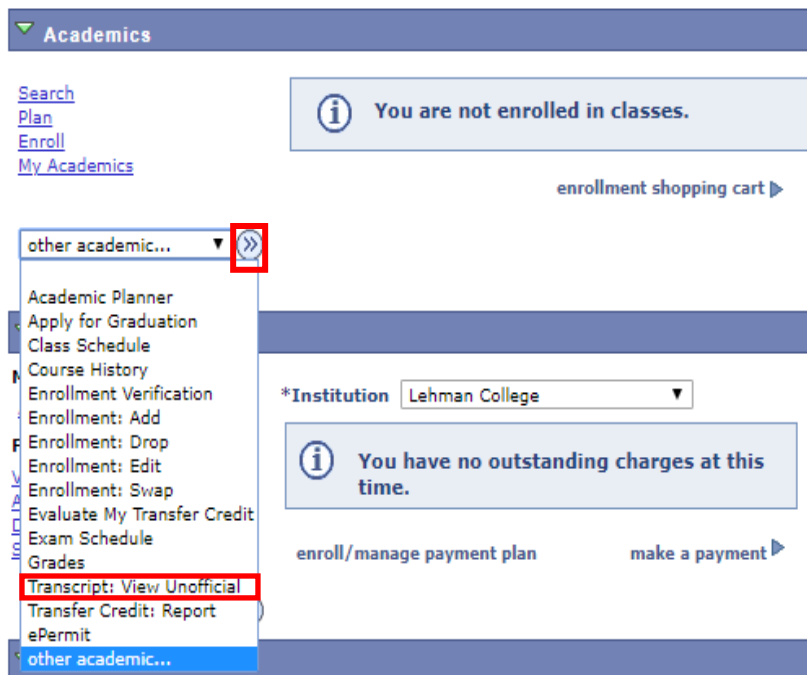
HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT IN CUNYFIRST

NOTE: You will need to disable your pop-up blocker setting for CUNYfirst in order to view your unofficial transcript, which will appear as a PDF in another tab/window. It may take a minute for the transcript to load.

1. Log onto CUNYfirst and follow the below navigation:

HR/Campus Solutions> Self Service> Student Center

2. Click on the **Other Academics** drop down menu on the left hand side of your Student Center Page and click on **Transcript: View Unofficial**. Then click on the arrows to continue



3. Ensure **Lehman College** is listed as the Academic Institution and the **Report Type** is listed as **Student Unofficial Transcript**. Then click on **View Report**.

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	Lehman College	
Report Type	Student Unofficial Transcript	view report

Information For Students

This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website.

4. A copy of your transcript will appear in a PDF format.

Lehman Student Copy Undergraduate Record

Name:
Student ID:

Birthdate:
Student Address:

Print Date:

Other Institutions Attended:

<u>Course</u>	<u>Description</u>	<u>Earn</u>	<u>Grd</u>
Instructor:	Oleg Muzician		
Repeated:	Exclude Credit & GPA		
PHI 172	Contemp Moral Issues	3.00	
Req Designation:	Flexible Core - Individual and Society		
Contact Hours:	3.00		
Course Attributes:	Day		
Instructor:			

Term GPA: Term Total: Attempt Earn

----- **Beginning of Undergraduate Record** -----

2011 Fall Term

Undeclared Major

<u>Course</u>	<u>Description</u>	<u>Earn</u>	<u>Grd</u>
ANT 212	Anc Peoples&Culture	3.00	
Req Designation:	Flexible Core - Scientific World		
Contact Hours:	3.00		
Instructor:			
BIO 166	Prin Bio:Cells&Genes	4.00	
Req Designation:	Required Core - Life and Physical Sciences		
Contact Hours:	6.00		
Instructor:			
ENG 110	Prin Effectv Wrtnng I	3.00	
Contact Hours:	4.00		
Instructor:	Benita Noveno		

2012 Fall Term

Undeclared Major

Academic Standing Effective 03/13/2013: Good Academic Standing

<u>Course</u>	<u>Description</u>	<u>Earn</u>	<u>Grd</u>
GEH 235	Conservatn Of Envirn	0.00	
Req Designation:	Flexible Core - Scientific World		
Contact Hours:	3.00		
Course Attributes:	Day		
Instructor:			
MSH 114	Intro To Music 1	3.00	
Req Designation:	Flexible Core - Creative Expression		
Contact Hours:	3.00		
Course Attributes:	Day		
Instructor:			
PRS 213	Puerto Rican Culture	3.00	

Congratulations

You may now view, print, or save your unofficial transcript !

For additional notes regarding this transcript, continue on to page 4

Additional Notes

1. This is an unofficial student copy of your academic record. To order an official copy of your transcript, you can use the Transcripts Plus application, located on the Registrar Website via the following link: <http://www.lehman.edu/registrar/transcript-info.php>.
2. Students with a Negative Service Indicator on their CUNYfirst record will not be able to generate this transcript until the indicator has been removed. To do so, contact the appropriate department/office that placed the hold.
3. Students who attended Lehman College prior to 2012 may not be able to obtain their transcripts using this method. If this is the case, follow the instructions listed in additional note #1.
4. Any questions/inquiries regarding your transcript may be sent to the Office of the Registrar to Records.Transcripts@Lehman.Cuny.Edu.