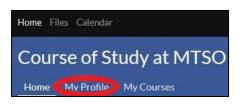## Transcripts on Populi

To look at your transcript on Populi, click "My Profile" from the home page:

Then, click on the **Student** tab:

The **Transcript** section lists all your current and past courses. Course of Study School of Ohio classes will show up first, **organized by date** from most to least recent, and transfer classes will be below them. Since we don't really use credits, your transfer credits may show up at 0 credits—don't worry about that, we are still counting them! From this section, you'll be able to export an unofficial transcript for yourself by clicking on the "Transcript Actions" menu.

A **grade of "IP"** means the course is "In Progress"—either your current class or a future registration.

Official transcript requests will still need to be made through Pamela Frost at GBHEM, cosregistrar@gbhem.org.

The next tab in the student page is the **Degree Audit:**

The **Degree Course Requirements** section shows the classes you've completed or are registered for, in **numerical order**. To see the classes you've yet to take or register for, click "All" or "Not completed." Note that if you took a class with the old class numbers, this will show that the course was fulfilled by the course with the old number.

If you click "Export Degree Audit", it will create a PDF of the degree audit, which you can save or print. The degree audit includes the same information as the mini transcripts we give you in the first weekend of each term.