### STEP 1: Pipeline

• Under "Student" tab, click on "Student Records"

	Student Employee
>	Registration
1	Student Resources
earch	Financial Aid
	My Class Salidada & Bill
rch	Student Records
	Tillai Graues
	Campus Card
eatur	Course Planning
	Orientation and Advising
	Class Search
	Pay My Bill
1 1	
	FOUNDATION
	SANTA BARBARA CITY COLLEGE
S	CHOLARSHIP OPPORTUNITIES

• Click on "SBCC Free Unofficial Transcript"

Personal Information	Student	Employee
Search	Go	

## Student Records



- Select "Credit"
- Click on "Print Unofficial Transcript"

Search

Personal Information Student Employee

Go

RETURN TO MENU

# Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Institution Credit Transcript Totals

Print Unofficial Transcript



Santa Barbara City College Unofficial Transcript 03-FEB-2016

### STEP 2: Saving Unofficial Transcript as a PDF

• Change the Print Destination by clicking "Change"



• Under the "Local Destinations" section, select "Save as PDF"

Select a destination	Showing destinations for	igsakelariev@pipeline.sbcc.e 🔻	×
<b>Q</b> Search destinations			
Recent Destinations			
HP LaserJet M601 PCL6 SS-217			
Local Destinations Manage			
Save as PDF.			
HP LaserJet M601 PCL6 SS-217			
Send To OneNote 2013			
Microsoft XPS Document Writer			
Fax			
Adobe PDF			
Google Cloud Print Set up to add printers			
Save to Google Drive			
		Cancel	

• Click "Save" – you are now able to save the transcript anywhere on your computer – I recommend the Desktop as it is easy to find and you can delete it later

Print	
Total: 2 pages	
	Save
Destination	Save as PDF
	Change

### **STEP 3A:** Upload Unofficial Transcript to your Application as SBCC Student

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on "Choose File" to select your saved PDF of your Unofficial Transcript from location in which you saved it

Academic Transcript    {Registros académicos}		
Please attach a PDF copy of your SBCC UNOFFICIAL transcript.    {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} *	Choose File No file chosen	

• You will see the that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript    {Registros académicos}			
Please attach a PDF copy of your SBCC UNOFFICIAL transcript.    {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} *	. Transcript.pdf	×	

**STEP 3B:** Upload Unofficial Transcript to your Application as a Non-SBCC Student

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on "Choose File" to select your saved PDF of your Unofficial Transcript from location in which you saved it

Academic Transcript    {Registros académicos}		
Please input your unweighted cumulative GPA from your unofficial transcript.    {Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} *		
Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university.    {POr favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} *	Choose File to file chosen	

• You will see the that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript    {Registros académicos}		
Please input your unweighted cumulative GPA from your unofficial transcript.    {Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} *		
Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university.    {Por favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} *	Transcript.pdf	