## Viewing Unofficial Transcripts in ctcLink

- 1. Log in to <u>ctcLink</u>. If you do not know your ctcLink student ID or password, please contact IT.HelpDesk@skagit.edu.
- 2. Select the Academics option from the menu on the left side.

SVC   Skagit Valley College	Dashboard		\$
A Dashboard	Hello Student!	General Academics Financials	Edit My Widgets
<ul> <li>Schedule</li> <li>Class Information</li> </ul>	Shopping Cart FALL 2024	🖾 Inbox	
Sa Enrollment	You are not authorized for self service enrollment at this time.	You have no messages.	
Academics	Wait List FALL 2024	🖾 To Dos	
Financials     Admissions	You have no wait listed classes.	You have no To Dos.	
i My Information		Tasks	
💾 My Profile 💊		You have no Tasks.	
Public Links		Holds	
		You have no holds.	

3. Select the option to View Unofficial Transcripts.

۵	Schedule	Shopping Cart FALL 2024	
=	Class Information		
	Enrollment V	You are not authorized for self service enrollment at this time.	
<b>.</b>	Enroundent		
•	Academics ^	Wait List FALL 2024	Z
	Apply for/View Graduation		
	View Unofficial Transcript	You have no wait listed classes.	
	Grades		
	Programs		
	Test Scores		
	Degree Progress		
	What-If		
	Course List		
	Advisor Information		
	Transfer Credit		

## 4. Select Transcript Type and Career

View Unofficial Transcript			
Transcript Type: Unofficial Transcript Y Career: Undergraduate	▼	View PDF	
ENROLLMENT TOTALS	TRANSFER TOTALS	COMBINED TOTALS	

5. Click the View PDF button in the upper right corner.

View Unofficial Transcript				
Transcript Type: Unofficial Transcript	~	View PDF		
ENROLLMENT TOTALS	TRANSFER TOTALS	COMBINED TOTALS		

6. Print or download your unofficial transcript.