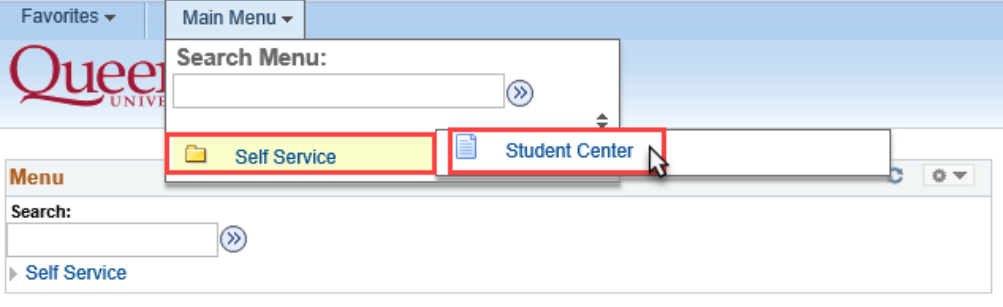
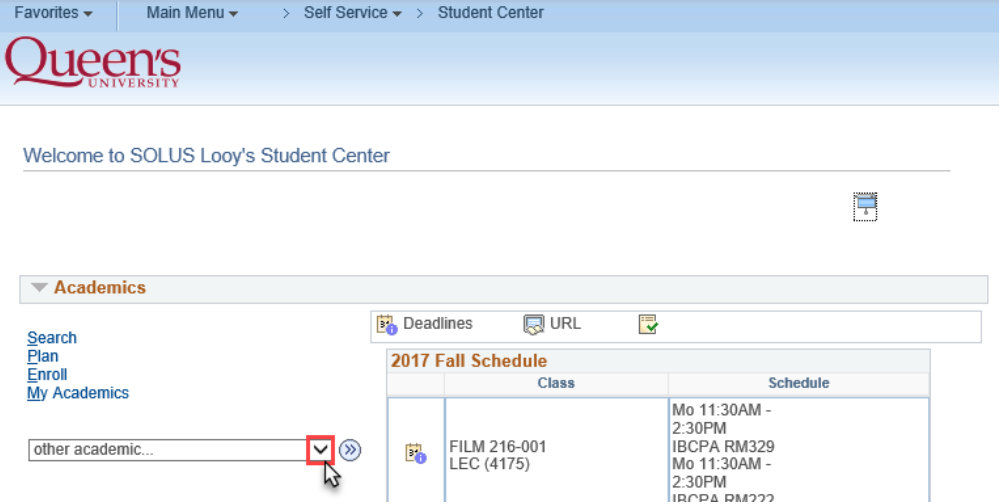
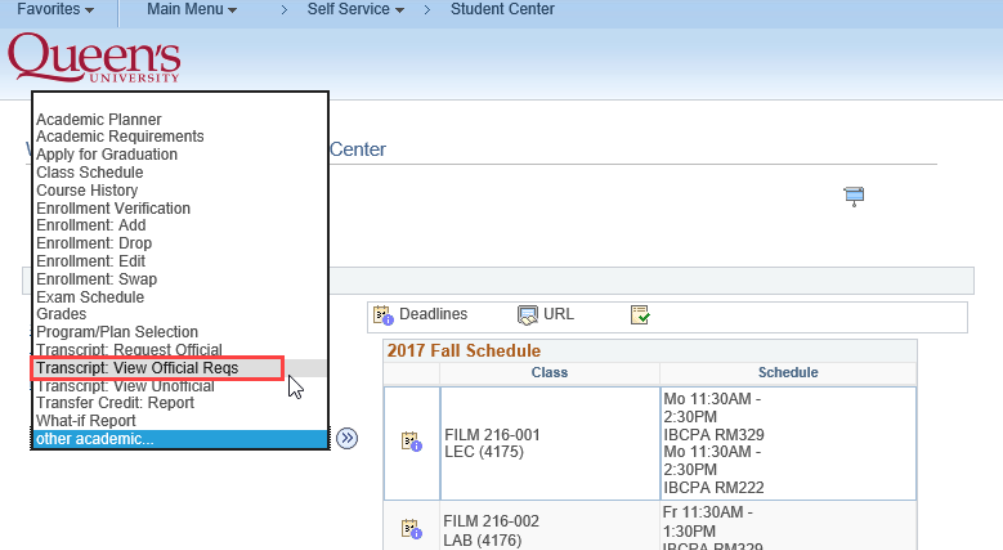
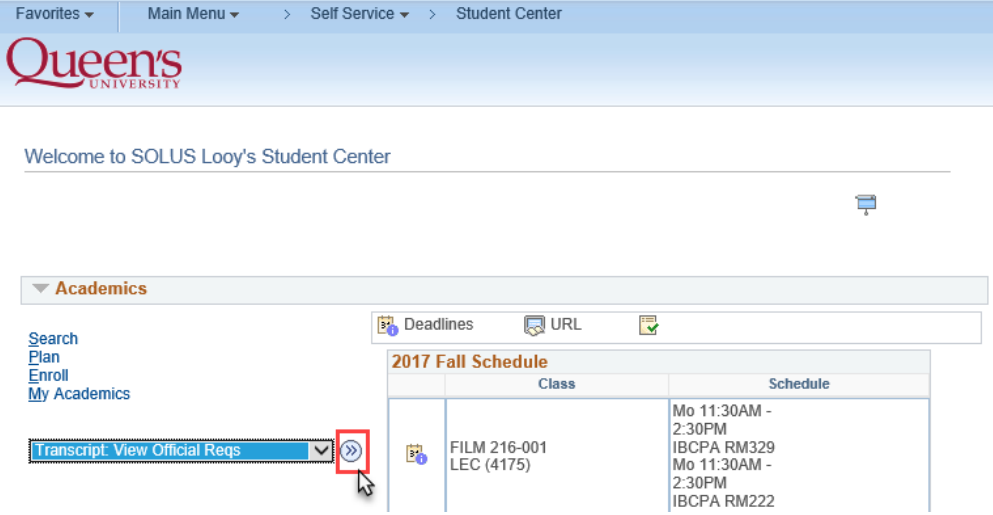



## ACADEMICS – View Official Transcript Request

Processing Steps	Screenshots
<p><b>Step 1:</b></p> <p>Access the main page of <b>SOLUS</b> via the following navigation:</p> <p><b>Main Menu &gt; Self Service &gt; Student Center</b></p>	
<p><b>Step 2:</b></p> <p>Click on the <b>other academic...</b> drop-down list box to access the list.</p>	
<p><b>Step 3:</b></p> <p>Select <b>Transcript: View Official Reqs.</b></p>	

Processing Steps	Screenshots												
<p><b>Step 4:</b></p> <p>Click the <b>Go</b> button.</p>	 <p>The screenshot shows the Queen's University Student Center interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. The Queen's University logo is prominently displayed. Below the logo, it says 'Welcome to SOLUS Looy's Student Center'. There is a search bar and a 'Deadlines' section. A '2017 Fall Schedule' table is visible, listing classes like 'FILM 216-001 LEC (4175)'. A dropdown menu is open, showing 'Transcript: View Official Reqs' with a red box around the 'Go' button next to it.</p>												
<p><b>Step 5:</b></p> <p>All your official transcript requests will be displayed on the <b>View Official Transcript Requests</b> page.</p> <p>If you ordered your transcripts via courier, FedEx tracking numbers will be included.</p> <p>Transcript order requests are processed by the Office of the University Registrar in 2 – 3 business days.</p>	 <p>The screenshot shows the 'View Official Transcript Requests' page. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. The Queen's University logo is prominently displayed. Below the logo, it says 'Bwjposwo, Looy'. There is a search bar with 'go to ...' and a dropdown arrow. Below this, there is a table with the following data:</p> <table border="1" data-bbox="605 1045 1474 1213"> <thead> <tr> <th>Request #</th> <th>Institution: # of Transcripts</th> <th>Destination Address</th> <th>Order Date</th> <th>Staff Entered Request (*)</th> <th>Courier: Tracking #</th> </tr> </thead> <tbody> <tr> <td>001086674</td> <td>Queen's University: 1</td> <td>You will pick up the transcripts In-person at Gordon Hall, Rm. 125.</td> <td>Immediate Processing: 2017-03-07.</td> <td>*</td> <td>n/a</td> </tr> </tbody> </table> <p>Below the table, there is a green button labeled 'REQUEST ANOTHER TRANSCRIPT'. At the bottom left, there is a 'Go to top' link.</p>	Request #	Institution: # of Transcripts	Destination Address	Order Date	Staff Entered Request (*)	Courier: Tracking #	001086674	Queen's University: 1	You will pick up the transcripts In-person at Gordon Hall, Rm. 125.	Immediate Processing: 2017-03-07.	*	n/a
Request #	Institution: # of Transcripts	Destination Address	Order Date	Staff Entered Request (*)	Courier: Tracking #								
001086674	Queen's University: 1	You will pick up the transcripts In-person at Gordon Hall, Rm. 125.	Immediate Processing: 2017-03-07.	*	n/a								