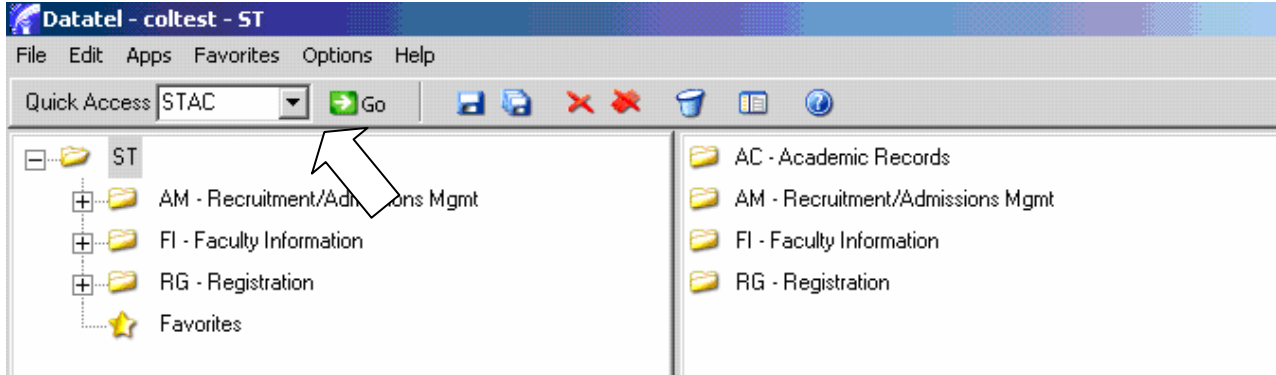


# How to Access Student Transcripts

Student transcripts can be accessed through two different screens in Colleague, one that allows you view transcripts (Student Academic Credits) and one that allows you to view and print transcripts (Transcript Print). The Student Transcript mnemonics are **STAC** and **TRAN**

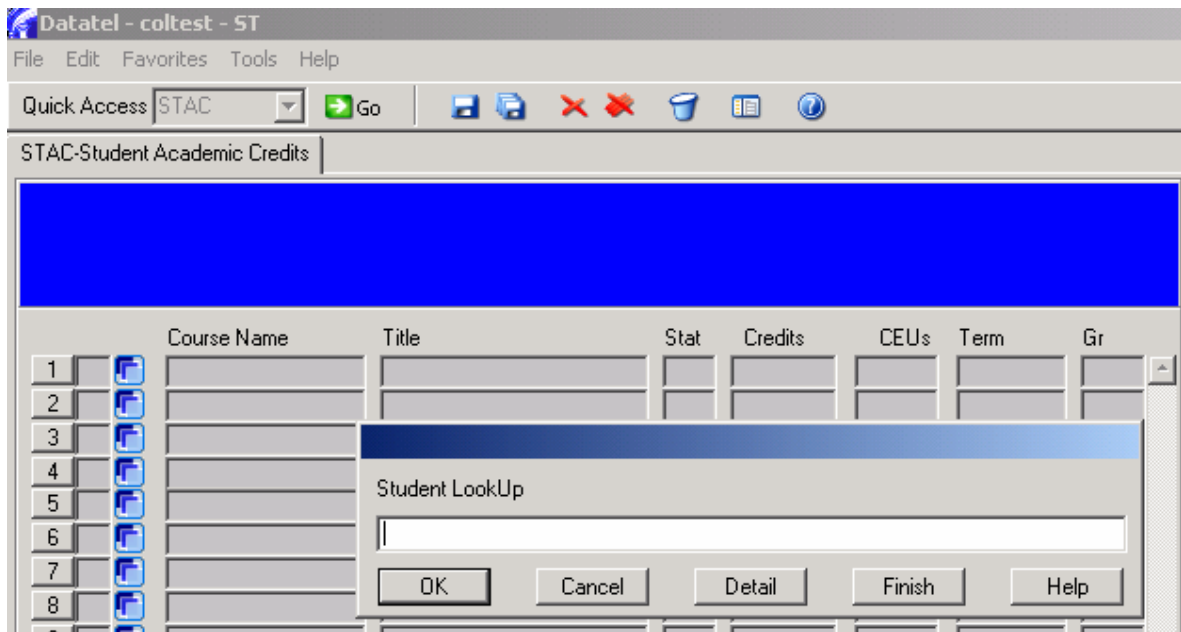
## Step One: Access STAC Screen



To access the Student Academic Credits screen, type **STAC** in the mnemonic box (located on the **Tool Bar**), and then click the **GO** button.

## Step Two: Select Student Record (Student Look Up)

As with the Student Look Up section of the Colleague, you will need to select a student's record to access their transcripts. Please refer back to pages 10-14 to review the student record selection process. The same methods of student record selection will also be used to access a student's test scores and schedule. After you enter **STAC** in the mnemonics box and click **GO**, you will arrive at the **Student Look Up** screen.



Remember that using Colleague, you can select a student's record two ways:

- Last Name, First Name
- Student ID Number

## Step Three: Student Academic Transcript Overview

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Use the Student Academic Credits (STAC) screen to view a complete history of a student's academic credit. The STAC screen displays a complete list of all of the student's courses and the associated:

- \* Status
- \* Credits or CEUs
- \* Term
- \* Grades

### STAC Status (Stat) Key:

N	New
A	Add
D	Dropped
W	Withdrawn
X	Deleted
C	Cancelled
PR	Preliminary Equiv. Eval
TR	Transfer Equiv Eval
NC	Noncourse Equivalency
NP	Non-payment

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Developmental education courses are listed at the top of the page in STAC with a “NC” or “Noncourse Equivalency” listed in the Stat column. The NC indicates that based on the student’s placement test scores, they have “completed” the developmental course by their scores on the placement test.

Quick Access STAC Go

STAC-Student Academic Credits

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
1	MAT-070	Introductory Algebra	NC	0.00			
2	MAT-050	Basic Math Skills	NC	0.00			
3	MAT-060	Essential Mathematics	NC	0.00			
4	RED-070	Essential Reading Ski	NC	0.00			
5	RED-080	Intro to College Read	NC	0.00			
6	RED-090	Improved College Read	NC	0.00			
7	ENG-070	Basic Language Skills	NC	0.00			
8	ENG-080	Writing Foundations	NC	0.00			
9	ENG-090	Composition Strategie	NC	0.00			
10	ENG-090A	Comp Strategies Lab	NC	0.00			
11	ENG-085	Reading & Writing Fou	NC	0.00			
12	ENG-085A	Reading & Writing Fnd	NC	0.00			
13	ENG-095	Reading & Comp Strate	NC	0.00			
14	ENG-095A	Reading & Comp Strat	NC	0.00			
15	MAT-080	Intermediate Algebra	NC	0.00			

Controller Student Academic Credits Value 1/109

The Test Summary screen (TSUM) shows that based on the students placement test scores, she placed into ENG 111 which provides a NC in the stat column on STAC for ENG 070, ENG 080, ENG 090, ENG 090A, ENG 095, and ENG 095A.

	Placement Tests	Eq	Dt Taken	Score	Pct	Source	Status	Status Dt
1	ASSET Intermediat	Yes	08/03/02	49		TC	A	06/08/07
2	ASSET Elementary	Yes	08/01/02	51		TC	A	06/08/07
3	ASSET Numerical	Yes	08/01/02	46		TC	A	06/08/07
4	ASSET Reading	Yes	08/01/02	46		TC	A	06/08/07
5	ASSET Writing	Yes	08/01/02	46		TC	A	06/08/07
6								

If the student did not complete the placement test or the student placed into ENG 070, RED 070, and MAT 050, these would not be displayed on the STAC screen.

If students have transfer credit, this is shown on STAC with a TR listed as the Stat, Term, and Grade.

Quick Access STAC Go

STAC-Student Academic Credits

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
16	ANT-220	Aty 213 For:	TR	3.00		TR Tran	TR
17	ART-850	Art 101 For:	TR	3.00		TR Tran	TR
18	CHM-151	Che 111 For:	TR	3.00		TR Tran	TR
19	COM-231	Cst 105 For:	TR	3.00		TR Tran	TR
20	ENG-111	Eng 101 For:	TR	3.00		TR Tran	TR
21	HIS-132	His 212 For:	TR	3.00		TR Tran	TR
22	MAT-121	Mat 119 For:	TR	3.00		TR Tran	TR
23	PED-850	Dce 111 For:	TR	1.00		TR Tran	TR
24	CJC-131	Criminal Law	N	3.00		2004SP	A
25	CJC-132	Ct Procedure & Eviden	N	3.00		2004SP	A
26	POL-120	American Government	W	0.00		2004SP	W
27	BIO-111	General Biology I	N	4.00		2004FA	B
28	CHM-151	General Chemistry I	N	4.00		2004FA	A
29	GEL-111	Introductory Geology	N	4.00		2004FA	A
30	MAT-172	Precalculus Trigonome	N	3.00		2004FA	B

Controller Student Academic Credits Value 16/109

STAC lists courses completed at Durham Tech by semester in chronological order. It also lists the courses that the student is enrolled in for the current semester. The course status is also accessible, indicating whether a student registered, then dropped the class before it began (X), dropped the class before the 10% point (D), withdrew from the class (W), or if the class was canceled (C).

Quick Access STAC Go

STAC-Student Academic Credits

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
91	CTS-125	Presentation Graphics	W	0.00		2008FA	W
92	CTS-130	Spreadsheet	N	0.00		2008FA	F2
93	DBA-110	Database Concepts	W	0.00		2008FA	W
94	DST-136	Word Processing	N	3.00		2008FA	B
95	DST-134	Text Entry and Format	W	0.00		2008FA	W
96	HUM-212	Humanities II	C			2008FA	
97	HUM-212	Humanities II	W	0.00		2008FA	W
98	ENG-231	American Literature I	W	0.00		2008FA	W
99	ENG-252	Western World Literat	N			2009SP	
100	HUM-212	Humanities II	X			2009SP	
101	ANT-210	General Anthropology	N			2009SP	
102	BUS-115	Business Law I	N			2009SP	
103	CIS-165	Desktop Publishing I	N			2009SP	
104	HUM-212	Humanities II	N			2009SP	
105	HIT-112	Health Law and Ethics	N			2009SP	

Controller Student Academic Credits Value 91/109

If the student has also completed Continuing Education courses, these will be listed at the bottom of the page. The Term column will have a “CE” next to the year indicating continuing education.

20		CIS-110	Introduction to Compu	N	3.00		2008FA	B
21		DST-131	Keyboarding	N	2.00		2008FA	A
22		MED-110	Orientation to Med As	N			2009SP	
23		MAT-070	Introductory Algebra	X			2009SP	
24		MED-122	Medical Terminology I	N			2009SP	
25		BIO-163	Basic Anat & Physiolo	N			2009SP	
26		MAT-070	Introductory Algebra	D			2009SP	
27		HRD-3005C	Computer Basic for th	N		0.00	2008CE3	S

STAC-New first semester student example

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
1	MAT-050	Basic Math Skills	NC	0.00			
2	RED-070	Essential Reading Ski	NC	0.00			
3	RED-080	Intro to College Read	NC	0.00			
4	ENG-070	Basic Language Skills	NC	0.00			
5	ACA-111	College Student Succe	N			2009SP	
6	RED-090	Improved College Read	N			2009SP	
7	BUS-110	Introduction to Busin	N			2009SP	
8	MAT-060	Essential Mathematics	N			2009SP	
9							
10							

## Step Four: Exit STAC

After you are finished with the Student Academic Credits screen, you can select the **CANCEL ALL** icon on the **Tool Bar** to exit **STAC** and return to the main menu.

