

How to Save & Upload Transcripts

Complete the following steps to successfully save your unofficial transcripts as a PDF.

#1. Unofficial transcripts can be accessed on-line using PipelineMT, <https://pipeline.mtsu.edu/>.
Open PipelineMT and click on **Registration & Student Records**.



PipelineMT

- Home
- Registration & Student Records**
- Academic Resources
- Financial Aid
- Billing & Payment
- Employees
- Resources

Return to Work Agreement

As a reminder, all employees must take personal responsibility for doing the following self-assessment each day before reporting to work.

1. Have I been in close contact with a confirmed case of COVID-19?
2. Do I have any of the following symptoms that are unrelated to any other condition (such as allergies):

- Fever over 100.4°F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose



MTSU ID Card



ITD Help Desk



Calendar



Campus Directory

Personal Information

- Addresses and Phones
- Email Addresses
- Emergency Contacts
- Directory Profile
- MTSU Post Office Box and Combination
- MTSU Post Office Box Forwarding Address
- My Mobile Number
- Name Change Information (Student)
- Name or Social Security Number Change Information (Employee)

#2. Click on the **Transcript (unofficial)** icon OR (continued on next slide)

Home

Registration & Student
Records

Academic Resources

Financial Aid

Billing & Payment

Employees

Resources

» Registration & Student Records

Registration

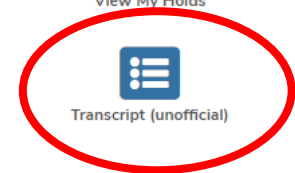
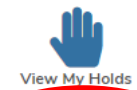
- Add or Drop Classes
- Look Up Classes
- Display Corequisites

Priority Registration Tools

- Assigned Advisor(s)
- Assigned Registration Time
- Holds
- Maximum Registration Hours for Term
- Prescribed Course and High School Deficiency Summary
- Registration Status
- Schedule an Advising Appointment
- Schedule Planner

Resources

- Course Catalog
- Financial Responsibility Statement
- Registration Guide
- Textbook Lookup
- Tutoring



Schedules

- Active Registration
- Schedule (Detailed, Including Waitlist and Drops)
- Schedule (Grid Format)
- Schedule (Week at a Glance)

Academic Records

- Academic Appeals
- Academic Progress Report
- Academic/Enrollment Notes
- Attendance (Reported by Faculty)
- Coursework Toward Program of Study
- DegreeWorks [Recommend Firefox]
- Enrollment Verification
- Final Grades

#2. OR scroll down to locate **Transcript View – Unofficial** under the **Academic Records** menu

The screenshot displays a student portal interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Registration & Student Records, Academic Resources, Financial Aid, Billing & Payment, Employees, and Resources. The main content area is divided into several sections: 'Look up classes' (with 'Display Corequisites'), 'Priority Registration Tools' (with links like 'Assigned Advisor(s)', 'Assigned Registration Time', 'Holds', etc.), and 'Resources' (with links like 'Course Catalog', 'Financial Responsibility Statement', etc.). On the right side, there are four icons for 'Assigned Advisor(s)', 'DegreeWorks Recommend FireFox', 'Transcript (unofficial)', and 'Enrollment Verification'. Below these is a 'Schedules' section with links for 'Active Registration', 'Schedule (Detailed, Including Waitlist and Drops)', 'Schedule (Grid Format)', and 'Schedule (Week at a Glance)'. The 'Academic Records' section is highlighted with a red circle and contains a list of links. A red arrow points from the 'Academic Records' header to the 'Transcript View - Unofficial' link, which is also highlighted with a red box. Other links in the 'Academic Records' section include 'Academic Appeals', 'Academic Progress Report', 'Academic/Enrollment Notes', 'Attendance (Reported by Faculty)', 'Coursework Toward Program of Study', 'DegreeWorks [Recommend Firefox]', 'Enrollment Verification', 'Final Grades', 'GPAs', 'Graduation Information', 'Partners in Education (PIE)', 'Prior College Information', 'Registration History', 'Student Information', 'Test Scores', 'Transcript - Order Official', and 'Transfer Evaluation'.

Home

Registration & Student Records

Academic Resources

Financial Aid

Billing & Payment

Employees

Resources

Look up classes

- Display Corequisites

Priority Registration Tools

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- Course Catalog
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- Tutoring

Assigned Advisor(s)

DegreeWorks Recommend FireFox

Transcript (unofficial)

Enrollment Verification

Schedules

- Active Registration
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Academic Records

- Academic Appeals
- Academic Progress Report
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- Attendance (Reported by Faculty)
- Coursework Toward Program of Study
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- Enrollment Verification
- Final Grades
- GPAs
- Graduation Information
- Partners in Education (PIE)
- Prior College Information
- Registration History
- Student Information
- Test Scores
- Transcript - Order Official
- Transcript View - Unofficial
- Transfer Evaluation

#3. Select the transcript level and transcript type and click Submit.

Within your transcript click on **Click here to Print Unofficial Transcript (Chrome and FireFox Only)**



PipelineMT

- Home
- Registration & Student Records
- Academic Resources
- Financial Aid
- Billing & Payment
- Employees
- Resources

Academic Transcript

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

Special grades to note are:

FA = Failure and stopped attending

T_ = Transfer grades with leading "T" are not calculated in the overall and overall combined GPAs, but do count in the lottery GPA. Leading "T" grades were started Summer 2015 for new undergraduate transfer credits regardless of the term the course was completed.

X = Grade not submitted by course instructor and not used in calculating grade point average until final grade submitted by instructor

The repeat indicator column denoted by an "R" after the Quality Points column translates as follows:

E = Excluded from GPA and Earned Hours

A = Included in GPA, but not Earned Hours

I = Included in GPA and Earned Hours

F = Frozen and exempt from repeat processing (i.e., repeatable courses)

. = Excluded from GPA and Earned Hours - Academic Fresh Start

Additional information about all grades and repeats are available in the University Catalog

[Click here to Print Unofficial Transcript \(Chrome and FireFox Only\)](#)

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Student Type: Continuing

Curriculum Information

Current Program

Nondegree Grad Program

College: Non-Degree

Major and Department: Non Degree Seeking, Undecided

***Transcript type: Advising-Unofficial Transcript is NOT Official ***

INSTITUTION CREDIT [-Top-](#)

Term: Fall 1994

College: Education and Behavioral Sci

Major: Psychology

Student Type: New First Time Freshman

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R	CEU Contact Hours
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#4. Within the Print window, select **Save as PDF** for the Destination. Click **Save**.

This step will save your unofficial transcript as a PDF.

If you do not have PDF as a destination you can use a Snipping Tool or Screen Capture the image.

You may now merge your transcript pages into your application for submission.

Need Help?
Please contact
Casey.Penston@mtsu.edu

1/26/2021 Academic Transcript

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Special grades to note are:
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T_ = Transfer grades with leading "T" are not calculated in the overall and overall combined GPAs, but do count in the lottery GPA. Leading "T" grades were started
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INSTITUTION CREDIT -Top-

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Major:	Psychology
Student Type:	New First Time Freshman
Academic Standing:	Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R	CEU Contact Hours
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https://pipeline.mtsu.edu/ssb/bwskotr.P_ViewTermTran 1/3

Print 3 pages

Destination **Save as PDF**

Pages All

Layout Portrait

More settings

Save Cancel