
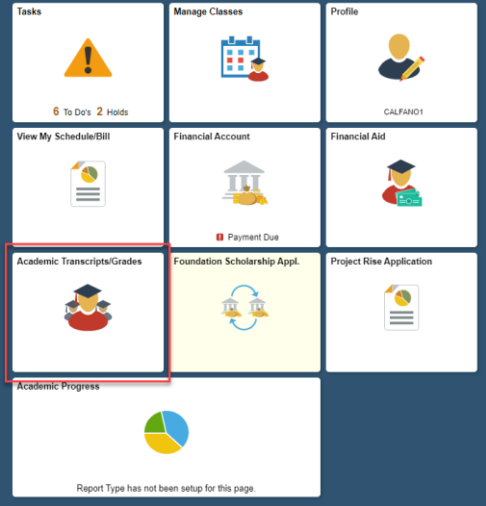
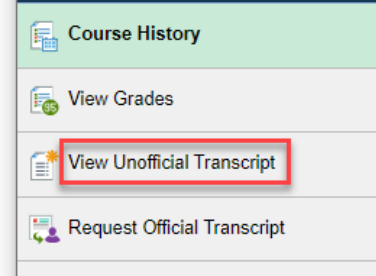


# Viewing Your Unofficial Transcript in Student Center

Students can view and print their unofficial transcript from their **Student Center**. The transcript includes all college level courses completed or enrolled in at Heartland, along with transfer, Advanced Placement, CLEP, proficiency and prior learning assessment credits awarded. The steps below will walk you through accessing the transcript.

If you need an official transcript, you must order it online through the [National Student Clearinghouse](#). There is a \$5.00 fee for each official transcript. If you need help ordering an official transcript, contact the Records Office at [Records@heartland.edu](mailto:Records@heartland.edu) or 309.268.8015.

	Instructions	Screen Shot
1.	Click the <a href="#">myHeartland</a> link, then click the <b>Student Center</b> button	
2.	Click the <b>Academic Transcripts/Grades</b> tile	
3.	Select <b>View Unofficial Transcript</b> on the left	
4.	Click <b>Submit</b> <ul style="list-style-type: none"> <li>A PDF of your transcript can be printed or saved.</li> </ul>	