Student Records
Transcript Text

Overview

This process will outline the general use of transcript text. For detailed information about how to use transcript text to record academic suspensions or death notations review the appropriate job aid for that specific topic.

- If transcript text is set to display at the “official” transcript level it will print on all official transcripts.
- When attempting to add transcript text to a Transcript Type with the Print Location set to “Do Not Display” the transcript text will appear on the transcript. The Transcript Type setup is the overriding rule.
- When transcript text is accurate information but should not be displayed on the transcript you can hide it from the transcript process. This retains the information but keeps it from printing inappropriately.
- IU official transcripts can only print 60 characters per line; therefore, if you are creating a transcript text notation with more than 60 characters, a new Text Sequence Number must be inserted for each additional line.

Steps

Adding Transcript Text

1. Navigate to: Records and Enrollment>Transcripts> Transcript Text.
2. Enter the student’s ID or Last Name and First Name.
3. Click Search. If multiple search results are returned, click one within the first career.

Note: Transcript text is grouped by career so there is no need to check each student career number separately. You only need to check each individual career.

4. If text exists for the selected career the first entry will be displayed. Click the first + to insert a new (blank) row. If no text exists for the selected career you can begin entering the new transcript text information.
5. The student’s Name, ID and Academic Career are displayed.
6. Enter the Print Loc Seq (Print Location Sequence) to identify the order in which notes appear within a print location. The default is “1” and each additional row increments by one.
7. Select the Relative Position of the note within the chosen print location. The system uses the Relative Position in conjunction with the Print Location value to determine where to print the transcript text. Valid values include:
   - After: Select this value if you want the transcript text to appear immediately after the specified print location sequence.
• Before: Select this value if you want the transcript text to appear immediately before the specified print location sequence.

8. Select the Print Location of the note. This is used in conjunction with the Relative Position value to determine where the text will appear. Examples of valid values include: Academic Program, Degrees – External, Enrollment, Term Statistics, etc.

9. Select the Institution where the transcript text is being added.

10. Some fields are only displayed in certain circumstances. Based on the Print Location you select, the system prompts you for additional information. For instance, if you select a print location of “Transfer Credit – Courses”, the Model Number field appears. If you select a print location of “Milestones”, the Milestone Number field appears, and so on. If the Term field appears, text must be loaded to a term the student was enrolled in at the institution selected.

11. The system populates the Text Seq Nbr (Sequence Number) to “1” for the first entry. You can insert text rows and increase the text sequence number. The sequence number determines the order of printing on the student's transcript before or after a print location if there are multiple text selections for the same combination of locations.

12. Select either a Transcript Level or a Transcript Type, but not both. Select a Transcript Level to determine the types of transcripts on which the system will include this transcript text.

Depending on the Transcript Level you select, the system prints the transcript text on transcript types set to the same level, and all other greater numbered transcript types on the translate table. For example, if you select “Official” for your Transcript Level (which has a level value of 20 on the translate table), the system prints the transcript text on all transcript types that have transcript levels of 20 to 80. However, if you select “Stdnt Life” for your transcript level (which has a level value of 60 on the translate table), the system prints the transcript text only on those transcript types where the transcript level is set to “Stdnt Life” or “Degr Prog” (degree progress), levels 60 - 80. The only exception to this rule is “Not Print”. If you select “Not Print”, the transcript text never prints. (For more information, see the Transcript Level and Transcript Type job aids.)

13. Select either a Transcript Level or a Transcript Type, but not both. Enter a Transcript Type if you want the text to appear only on the type you specify.

14. In the Transcript Report COBOL section, enter your free-form text in the Transcript Text field. This text appears on the student’s transcript. Enter the appropriate text.

**NOTE:** IU official transcripts can only print 60 characters per line. To prevent truncation, any text notations with more than 60 characters must be broken into multiple Text Sequence Numbers. After the first 60 characters, insert a row in the second half of the Transcript Text box to create a new Transcript Sequence Number and continue typing the rest of the text notation.

The Transcript Text box can only hold a total of 155 characters.
**Note:** Do not enter text into the Transcript Report section. This section is for XML Transcripts (which are not used at IU) and any notes added here will not print on the transcript. Instead, enter the notes into the Transcript Report COBOL section. The notes/text will then print on the transcript.

15. Click ![Save](image).

16. To add another entry with the same information in the first scroll area, click the second + to insert a new (blank) row in the second scroll area. The system will increase the Text Sequence Nbr (number) by one for every additional entry within the same Print Loc Seq scroll area. You can insert text rows and increase the text sequence number. The sequence number determines the order of printing on the student's transcript before or after a print location. Follow steps 12 through 15 above.
**Student Records**

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**Viewing Transcript Text**

1. Navigate to: Records and Enrollment>Transcripts> Transcript Text.
2. Enter the student’s ID or Last Name and First Name.
3. Click [Search]. If multiple search results are returned, click one within the first career.
4. If text exists for the selected career the first entry will be displayed. Otherwise, a blank row will be displayed.
5. If any of the View All links are active, click the active View All link(s) to view all messages.

**Hiding Transcript Text**

When transcript text is accurate information but should not be displayed on the transcript you can hide it from the transcript process. This retains the information but keeps it from printing.

1. Navigate to: Records and Enrollment > Transcripts> Transcript Text.
2. Enter the student’s ID or Last Name and First Name.
3. Click [Search]. If multiple search results are returned, click one within the first career.
4. In the appropriate Transcript Level field, select Not Print.
5. Click [Save].

**Removing Transcript Text**

1. Navigate to: Records and Enrollment>Transcripts> Transcript Text.
2. Enter the student’s ID or Last Name and First Name.
3. Click [Search]. If multiple search results are returned, click one within the first career.
4. To remove a text entry, click the delete row button (−) next to the appropriate text entry to be removed.
5. A warning message will be displayed. Click [OK] to delete the row and continue.
6. The transcript text row will be deleted. Click [Save].
7. To remove all entries associated with the same Print Loc Seq (everything, not just the Transcript Text), click the very first delete row button (−).
8. A warning message will be displayed. Click [OK] to delete the row and continue.
9. The transcript text entry and all information, except the default information, will be blanked out. In this case, nothing will print on the transcript.
10. Click [Save].