

## Viewing Academic Record Information

This document provides an overview of viewing your course and grade history, transfer credit, and advisor information.

- View My Grades
- View Transfer Credit Report
- View My Advisors

To access the schedules log in to the portal, Zipline, at <http://zipline.uakron.edu> with your UANetID and password.

There are a series of online tutorials available which accompanies this document. A tutorial exists for each of the schedule options (class schedule, weekly schedule, and exam schedule). Please navigate to <http://www.uakron.edu/its/learning/training/StudentSelfService.php> and select the link for the appropriate tutorial.

### Important Guidelines:

- ✓ Log into ZipLine ([zipline.uakron.edu](http://zipline.uakron.edu)) to access the self-service applications.
- ✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

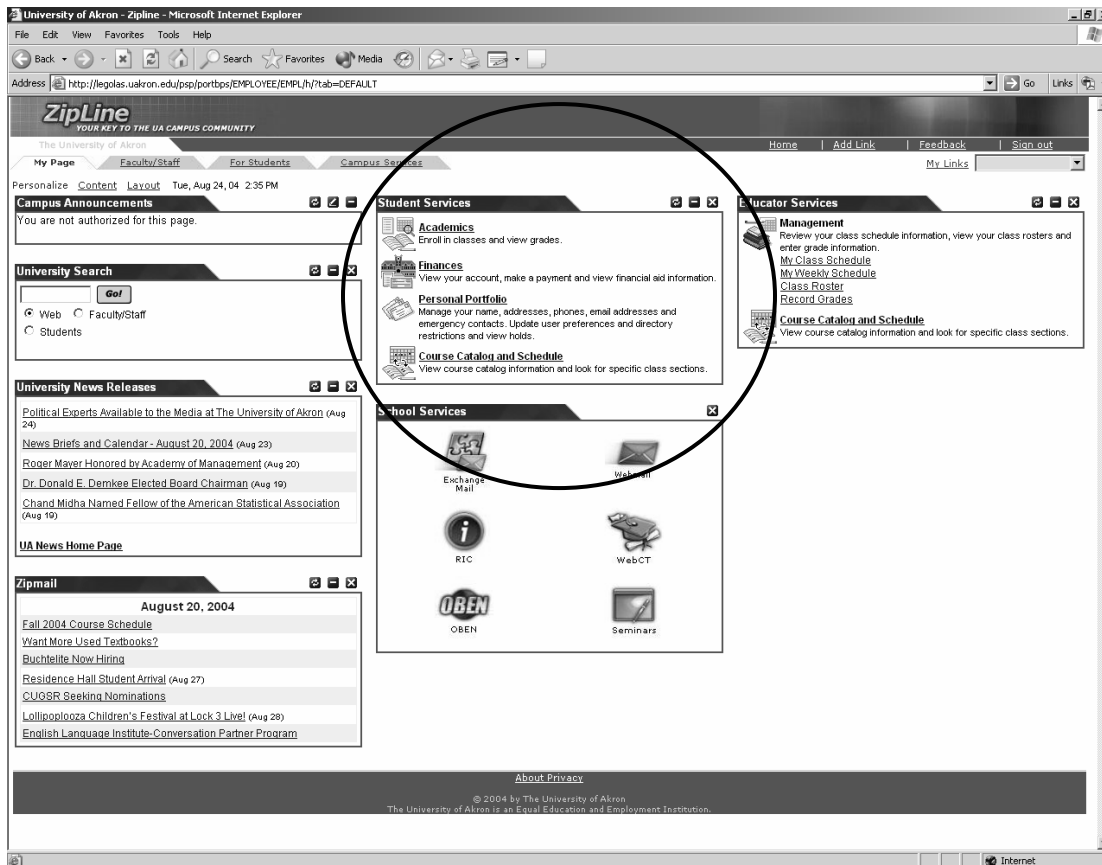
## Part A: View My Grades

### Instructions:

1. Log in to ZipLine with your Uanet ID and password:

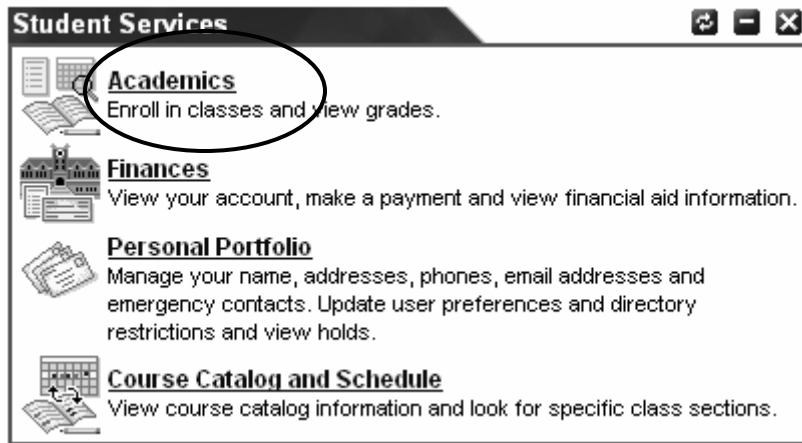


2. You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



**Instructions:**

3. Within the **Student Services** pagelet, click on the **Academics** link.



4. Click on the "**View My Grades**" link located under the **Academic Record** heading.

**Academics**



**Enrollment**

Enroll in classes, view your class and exam schedule.

- [View Enrollment Appointment](#)
- [Enroll in a Class](#)
- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [View My Exam Schedule](#)



**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

- [View My Grades](#)
- [View Transfer Credit Report](#)
- [View My Advisors](#)



**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

- [View Course Catalog](#)
- [View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

**Instructions:**

5. You will be asked to select the term you wish to view. Our test student (Joe Student) has 3 careers (Graduate, Law, and Undergraduate) – most students will only have 1 career, making the selection list much smaller.

[View My Grades](#)

**Select Term**

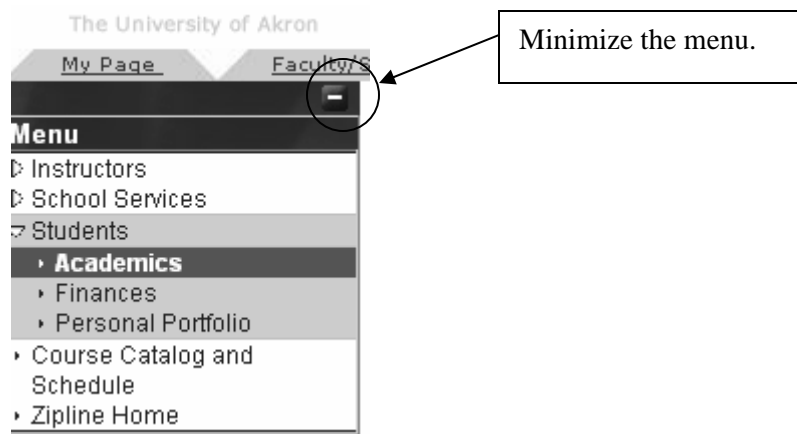
Joe Student


<b>Term</b>	<b>Academic Career</b>	<b>Institution</b>
<a href="#">2004 Fall</a>	Graduate	The University of Akron
<a href="#">2004 Summer</a>	Graduate	The University of Akron
<a href="#">2004 Spring</a>	Graduate	The University of Akron
<a href="#">2003 Fall</a>	Graduate	The University of Akron
<a href="#">2003 Summer</a>	Graduate	The University of Akron
<a href="#">2003 Spring</a>	Graduate	The University of Akron
<a href="#">2002 Fall</a>	Graduate	The University of Akron
<a href="#">2002 Summer</a>	Graduate	The University of Akron
<a href="#">2002 Spring</a>	Graduate	The University of Akron
<a href="#">2001 Fall</a>	Graduate	The University of Akron
<a href="#">2004 Fall</a>	Law	The University of Akron
<a href="#">2004 Summer</a>	Law	The University of Akron
<a href="#">2004 Spring</a>	Law	The University of Akron
<a href="#">2003 Summer</a>	Law	The University of Akron
<a href="#">2003 Spring</a>	Law	The University of Akron
<a href="#">2002 Fall</a>	Law	The University of Akron
<a href="#">2002 Summer</a>	Law	The University of Akron
<a href="#">2002 Spring</a>	Law	The University of Akron
<a href="#">2001 Fall</a>	Law	The University of Akron
<a href="#">2004 Fall</a>	Undergraduate	The University of Akron
<a href="#">2004 Summer</a>	Undergraduate	The University of Akron
<a href="#">2004 Spring</a>	Undergraduate	The University of Akron
<a href="#">2003 Fall</a>	Undergraduate	The University of Akron
<a href="#">2003 Summer</a>	Undergraduate	The University of Akron
<a href="#">2003 Spring</a>	Undergraduate	The University of Akron
<a href="#">2002 Fall</a>	Undergraduate	The University of Akron
<a href="#">2002 Summer</a>	Undergraduate	The University of Akron
<a href="#">2002 Spring</a>	Undergraduate	The University of Akron
<a href="#">2001 Fall</a>	Undergraduate	The University of Akron

6.

**Instructions:**

7. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the page. To minimize the menu, click on the minus sign in the upper right corner of the menu.



Any time you wish to return to the menu click the  icon which now appears in place of the menu.

**Instructions:**

- The grades for the selected term appears. Depending upon the number of classes, the scroll bars may need to be used to navigate through the grades. The grades will appear in the **Official Grade** column.

Please be sure to read the **“Important Notice Regarding Grades”**.

If you wish to hide the name, click on the **“Hide Student Name”** link. The link will change to **“Show Student Name”** and may be clicked once again to make the name reappear.

**IMPORTANT NOTICE REGARDING GRADES:**

Although grades are available for viewing, they will NOT be posted to your academic transcript until ONE WEEK after final grades are due. When viewing your Cumulative Totals, it is possible that your Cumulative GPA information will change once your grades are posted to your academic transcript and once the Registrar's Office has finished the end-of-term processing (i.e., adjustments to repeated classes and incomplete grades).

If you have submitted a request for an official transcript, it will be processed after grades have been posted to your academic transcript, ONE WEEK after final grades are due.

<u>2020.121</u>	Class Nbr	Sect	Course Title	Component	Grading Basis	Official Grade	Units Earned
	10164	004	English	lec or www	ABC/NC Grading	WD	4.00
<u>3100.103</u>	10740	001	Natural Science: Biology	Lecture	ABC/NC Grading	A	4.00
<u>3400.210</u>	11362	119	Humanities in Western Trad I	Discussion	ABC/NC Grading		4.00
<u>6500.221</u>	17584	011	Quant Business Analysis I	Lecture	ABC/NC Grading		3.00
<u>7510.106</u>	13752	012	Brass Ensemble	Lecture	ABC/NC Grading		1.00

Term Statistics					
Courses Attempted	Units In Progress	Units Taken Toward GPA	Units Passed Toward GPA	Grade Points	Current GPA
	8.000	4.000	4.000	16.000	4.000
Cumulative Statistics					
Total In Progress - GPA	Total Taken Toward GPA	Total Passed Toward GPA	Total Grade Points	Cumulative GPA	
11.000	7.000	7.000	28.000	4.000	

[Select a Different Term](#)

[Return to Academics](#)

[Grading System](#)

**Instructions:**

- Click the Print button located in the upper right corner of the screen.

**View My Grades**

**2004 Spring**

Joe Student

[Hide Student Name](#)

Undergraduate

The University of Akron

Print

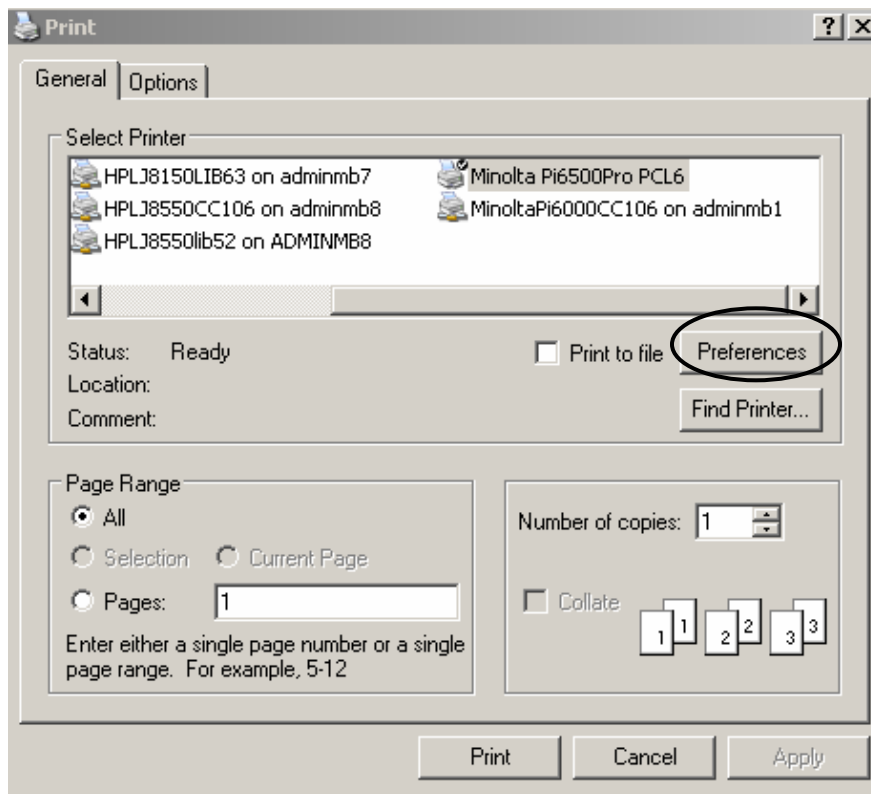
**IMPORTANT NOTICE REGARDING GRADES:**

Although grades are available for viewing, they will NOT be posted to your academic transcript until ONE WEEK after final grades are due. When viewing your Cumulative Totals, it is possible that your Cumulative GPA information will change once your grades are posted to your academic transcript and once the Registrar's Office has finished the end-of-term processing (i.e., adjustments to repeated classes and incomplete grades).

If you have submitted a request for an official transcript, it will be processed after grades have been posted to your academic transcript, ONE WEEK after final grades are due.

- Before the schedule can be printed, the paper orientation **MUST** be changed to Landscape. The schedule will not print correctly if the orientation is not set to Landscape!

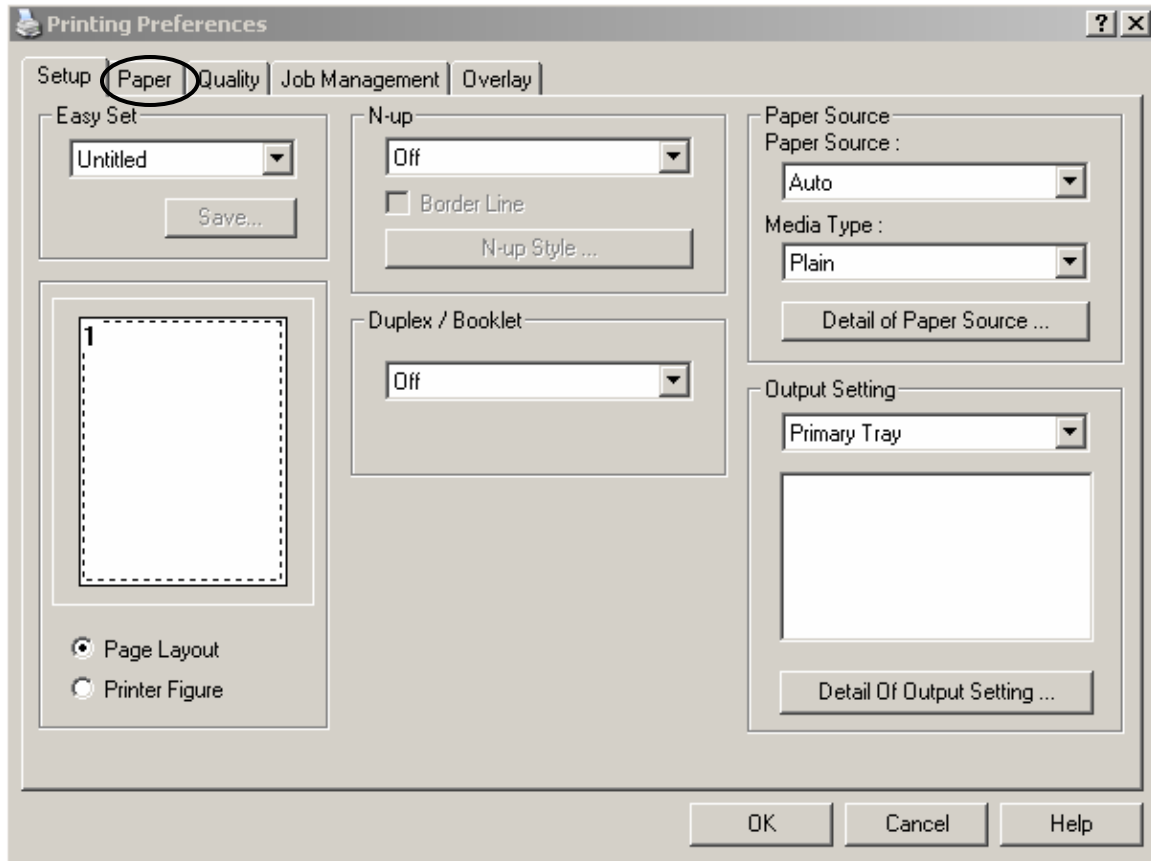
Click the **Preferences** button to modify the printer settings.



**Instructions:**

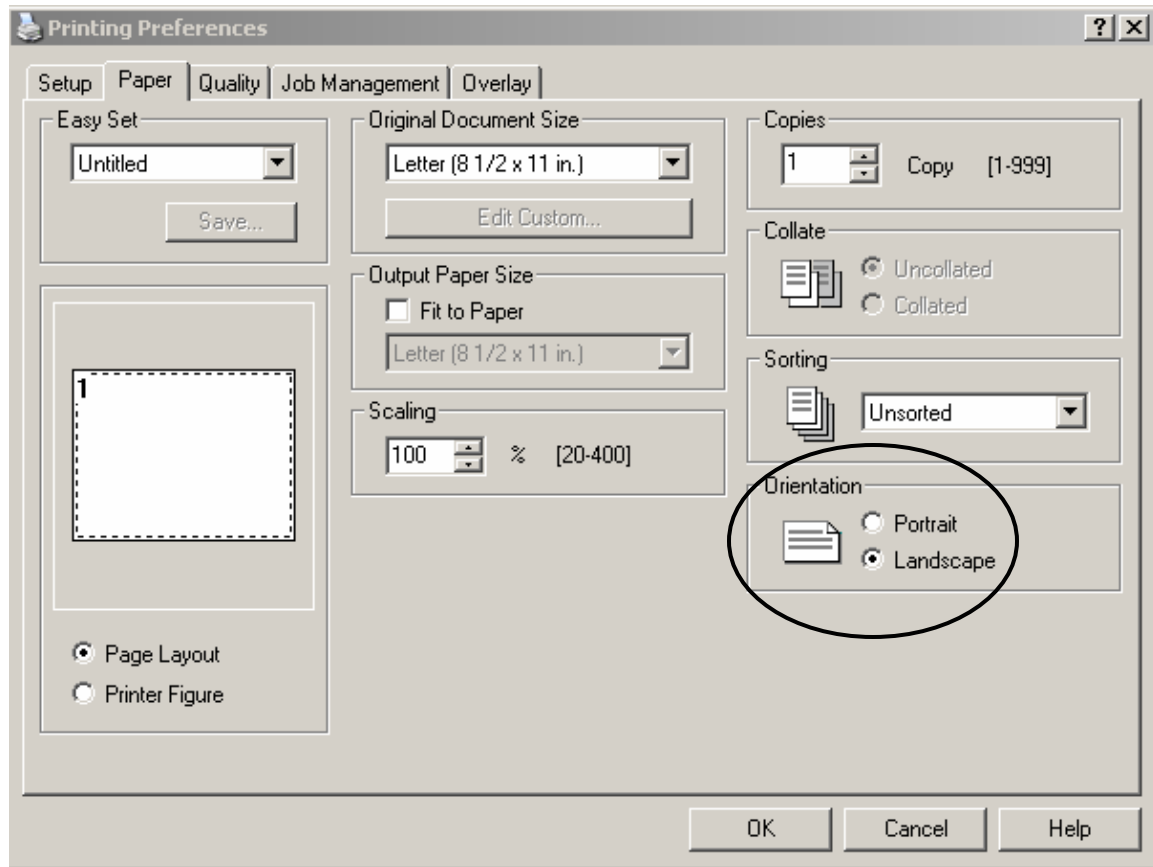
11. Click on the **Paper** tab.

NOTE: Your screens may vary from those shown, depending upon the printer being used.



**Instructions:**

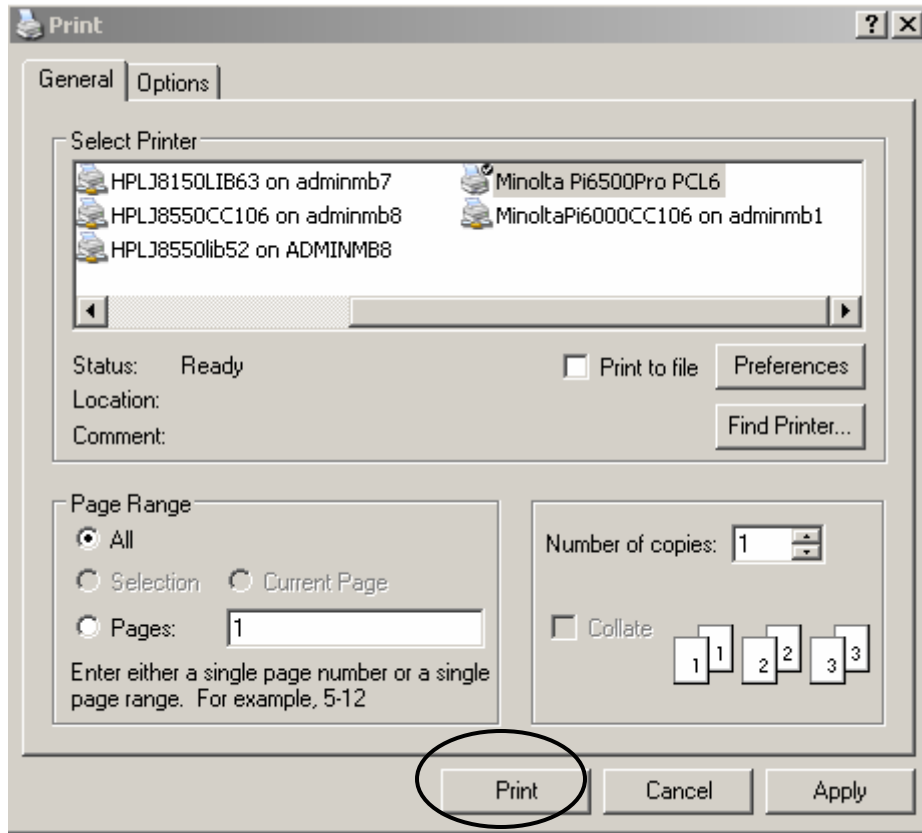
12. The Orientation must be set to **Landscape**. Click the **OK** button to accept the setting.



Remember: The paper orientation **MUST** be set to **Landscape** in order to properly print the schedule!

**Instructions:**

13. Click the **Print** button to send the schedule to the printer.



14. There are links at the bottom of the page to assist you with navigation.

**Grading System** will display a list of the grade codes and associated description.

**Select a Different Term** will allow you to view your grades for a different term.

**Return to Academics** will return to the Academics self-service page.

Term Statistics					
Courses Attempted	Units In Progress	Units Taken Toward GPA	Units Passed Toward GPA	Grade Points	Current GPA
	8.000	4.000	4.000	16.000	<b>4.000</b>
Cumulative Statistics					
Total In Progress - GPA	Total Taken Toward GPA	Total Passed Toward GPA	Total Grade Points	Cumulative GPA	
11.000	7.000	7.000	28.000	<b>4.000</b>	

Select a Different Term      Return to Academics      Grading System

---

**Instructions:**

15. For this example we will click on **Return to Academics**. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

---

## Part B: View Transfer Credit Report

Three types of credit may be posted in the “Transfer Credit” pages:

1. **Course Credits** – coursework taken at another institution that is being transferred to the student’s record at The University of Akron. Depending upon when the transfer work was posted it may be posted in detail (with each class listed) or summary (total representing the total number of hours completed at the transfer institution). **Credit by exam** will also be posted under Course Credits.
2. **Test Credit** – Bypass, CLEP, Advanced Placement, etc.
3. **Other Credit** – ACE credit, Alternative credit

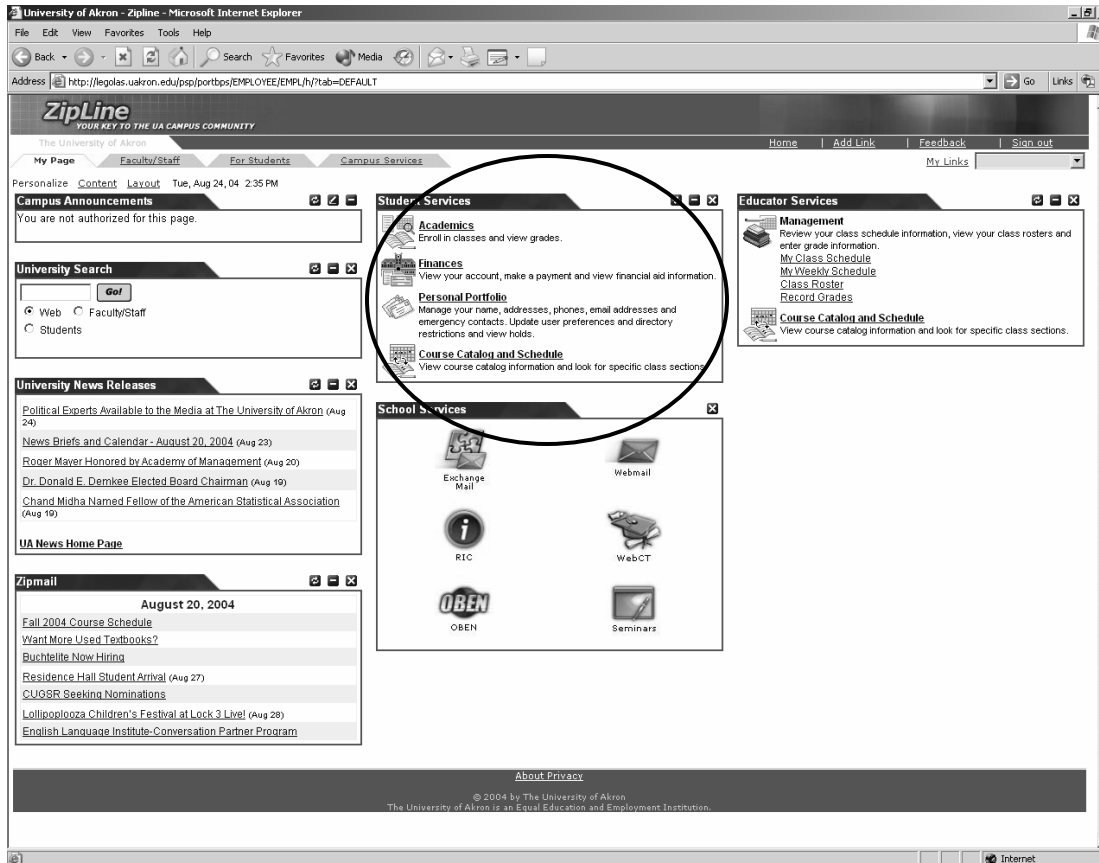
### Instructions:

1. Log in to ZipLine with your Uanet ID and password:

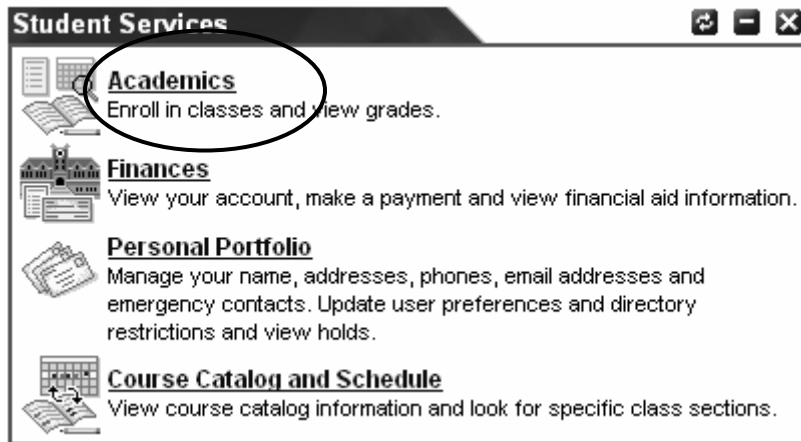


**Instructions:**

- You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



- Within the **Student Services** pagelet, click on the **Academics** link.



**Instructions:**

- Click on the “**View Transfer Credit Report**” link located under the **Academic Record** heading.

**Academics**



**Enrollment**

Enroll in classes, view your class and exam schedule.

- [View Enrollment Appointment](#)
- [Enroll in a Class](#)
- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [View My Exam Schedule](#)



**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

- [View My Grades](#)
- [View Transfer Credit Report](#)
- [View My Advisors](#)



**Course Catalog and Schedule**

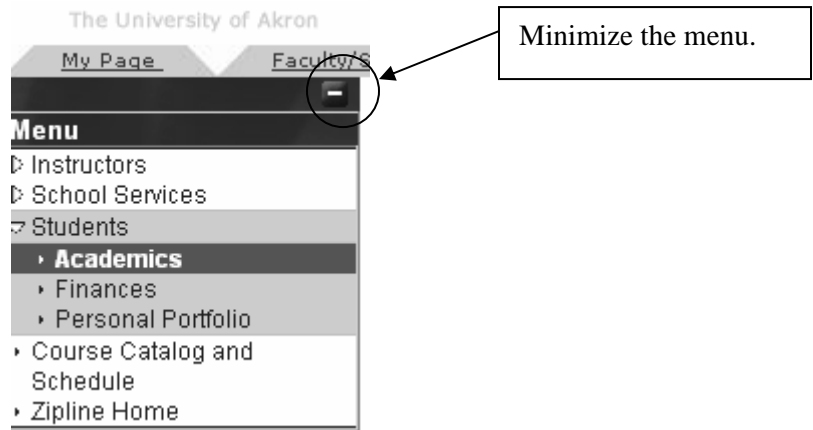
View course catalog information and look for specific class sections.


- [View Course Catalog](#)
- [View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

- Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the page. To minimize the menu, click on the minus sign in the upper right corner of the menu.




Any time you wish to return to the menu click the  icon which now appears in place of the menu.

**Instructions:**

- The Transfer Credit Report is displayed. Notice the three types of transfer credit which may appear: **Course Credits**, **Test Credits**, and **Other Credits**. If the transfer credit is posted in the system it will be available for viewing.

If you wish to hide the name, click on the “**Hide Student Name**” link. The link will change to “**Show Student Name**” and may be clicked once again to make the name reappear.

To print the page, click the browser’s print  icon.

**View Transfer Credit Report**

Joe Student

No Course Credits    No Test Credits    **Other Credits**

View All    First ◀ 1 of 1 ▶ Last

**Model Nbr:** 1    Posted  
**Academic Institution:** The University of Akron  
**Academic Career:** Undergraduate  
**Academic Program:** Arts & Sciences undergraduate  
**Academic Plan:**

Transfer Term	Group	Description	Other Credit Type	Evaluation Date	Status	Equivalent Subject / Catlg Nbr	Units Transferred	Grade	Reject Reason
2004 Spring	1	jjjj	LIFE	02/24/2004	Posted	3450 100	3.000	A	

[Return to Academics](#)

**Instructions:**

7. Use the link at the bottom of the page to return to the self-service page.

**Return to Academics** will return to the Academics self-service page.

**View Transfer Credit Report**

[Hide Student Name](#)

Joe Student

No Course Credits    No Test Credits    **Other Credits**

View All    First ◀ 1 of 1 ▶ Last

**Model Nbr:** 1    Posted  
**Academic Institution:** The University of Akron  
**Academic Career:** Undergraduate  
**Academic Program:** Arts & Sciences undergraduate  
**Academic Plan:**

Transfer Term	Group	Description	Other Credit Type	Evaluation Date	Status	Equivalent Subject / Catlg Nbr	Units Transferred	Grade	Reject Reason
2004 Spring	1	jjjj	LIFE	02/24/2004	Posted	3450 100	3.000	A	

[Return to Academics](#)

Use the links provided to navigate – do **NOT** use the browser's **Back** button to navigate!

---

**Instructions:**

8. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

---

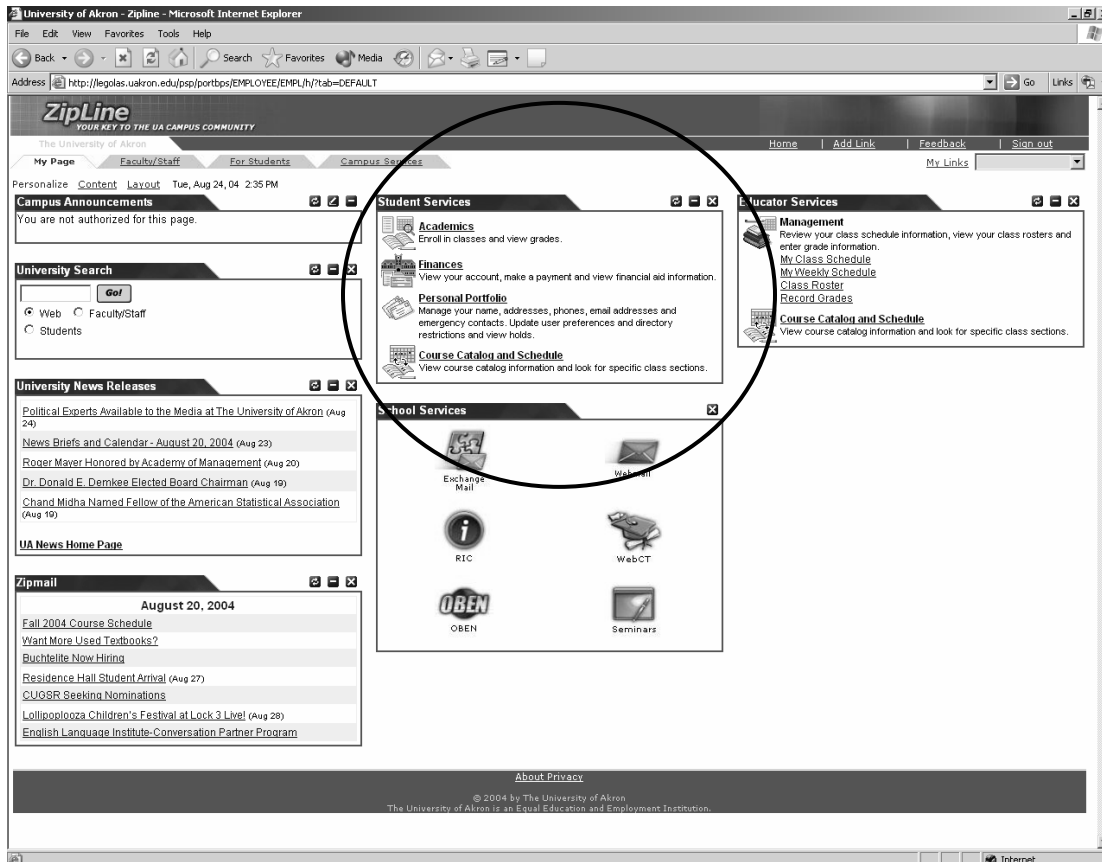
## Part C: View My Advisors

### Instructions:

1. Log in to ZipLine with your Uanet ID and password:

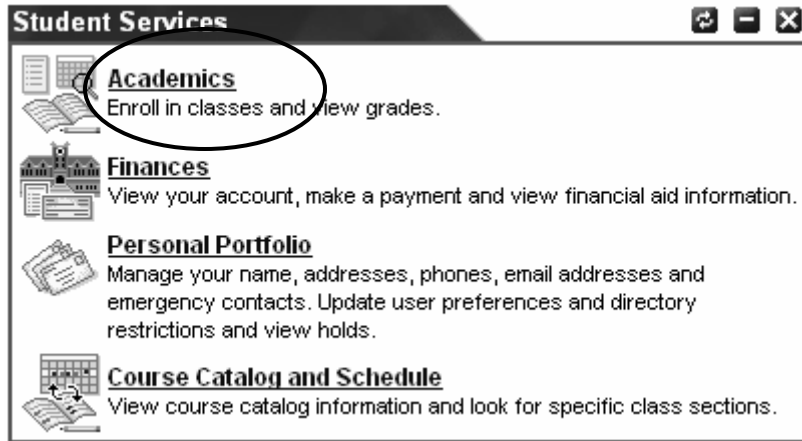


2. You are now logged in to the portal. Notice the **Student Services** pagelet located on the **My Page** tab.



**Instructions:**

3. Within the **Student Services** pagelet, click on the **Academics** link.



4. Click on the "**View My Advisors**" link located under the **Academic Record** heading.

**Academics**



**Enrollment**

Enroll in classes, view your class and exam schedule.

- [View Enrollment Appointment](#)
- [Enroll in a Class](#)
- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [View My Exam Schedule](#)



**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

- [View My Grades](#)
- [View Transfer Credit Report](#)
- [View My Advisors](#)



**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

- [View Course Catalog](#)
- [View Schedule of Classes](#)

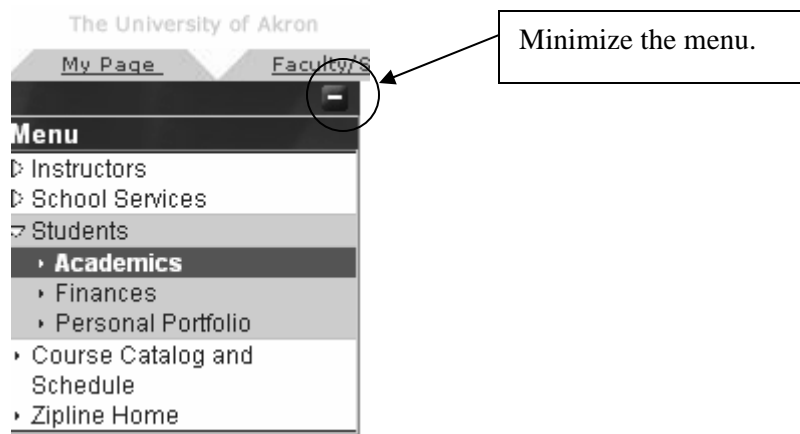
[Return to Student Services](#)


[Change User Preferences](#)

5. The list of advisors to which you have been assigned will be displayed.

**Instructions:**

6. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the screen. To minimize the menu, click on the minus sign in the upper right corner of the menu.




Any time you wish to return to the menu click the  icon which now appears in place of the menu.

**Instructions:**

7. The list of advisors to which you have been assigned will be displayed.

If you wish to hide your name, click on the “**Hide Student Name**” link. The link will change to “**Show Student Name**” and may be clicked once again to make the name reappear.

To send an email message to an advisor, click on the email address.

To print the page, click the browser’s print  icon.

To return to the Academics page, click the **Return to Academics** link.

**My Advisors**

Joe Student  
The University of Akron

Prevent student name from displaying.

Hide Student Name

Advisor	Career	Program	Email Address
Briston,Thomas W	Undergraduate	Education postbac	<a href="mailto:briston@uakron.edu">briston@uakron.edu</a>
Briston,Thomas W	Undergraduate	Education undergraduate	<a href="mailto:briston@uakron.edu">briston@uakron.edu</a>
Debra Hayes	Graduate	Education Grad nondegree	<a href="mailto:dlhayes@uakron.edu">dlhayes@uakron.edu</a>
Debra Hayes	Undergraduate	Education postbac	<a href="mailto:dlhayes@uakron.edu">dlhayes@uakron.edu</a>

[Return to Academics](#)

---

**Instructions:**

8. We are back at the Academics self-service page.

## Academics

**Enrollment**

Enroll in classes, view your class and exam schedule.

[View Enrollment Appointment](#)

[Enroll in a Class](#)

[View My Class Schedule](#)

[View My Weekly Schedule](#)

[View My Exam Schedule](#)

**Academic Record**

View your course and grade history, evaluate your transfer credit and view your advisor information.

[View My Grades](#)

[View Transfer Credit Report](#)

[View My Advisors](#)

**Course Catalog and Schedule**

View course catalog information and look for specific class sections.

[View Course Catalog](#)

[View Schedule of Classes](#)

[Return to Student Services](#)

[Change User Preferences](#)

---

For questions regarding registration and enrollment, please e-mail the Registrar's Office at:

[registrar@uakron.edu](mailto:registrar@uakron.edu)

For questions regarding this tutorial, please e-mail Software Training Services at:

[pstrain@uakron.edu](mailto:pstrain@uakron.edu)