

# How to Access an Unofficial Copy of Transcript

Go to [www.rockinghamcc.edu](http://www.rockinghamcc.edu)

Click on MyRCCLogin

Click on WebAdvisor

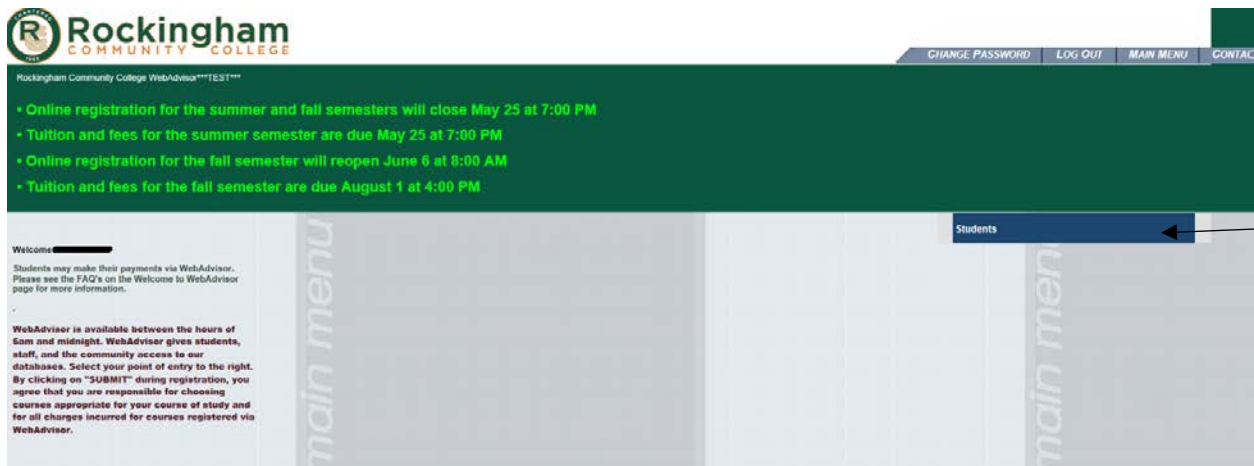
Click on WebAdvisor Login

## First Time Login

The user name/login ID is comprised of Last Name, First Initial, Last Four Digits of your Colleague ID Number. For example, John Doe with an ID number of 00123456 would have a Login ID of: doej3456. Your Colleague ID number is located on your student ID card.

The password is your date of birth. Example: If your birthdate is December 10, 1981, you would use the following format: 121081 (without the slashes). Once you login, you will be prompted to change your password. The new password must be between 8-12 characters and contain at one upper case letter, one lower case letter and at least one number.

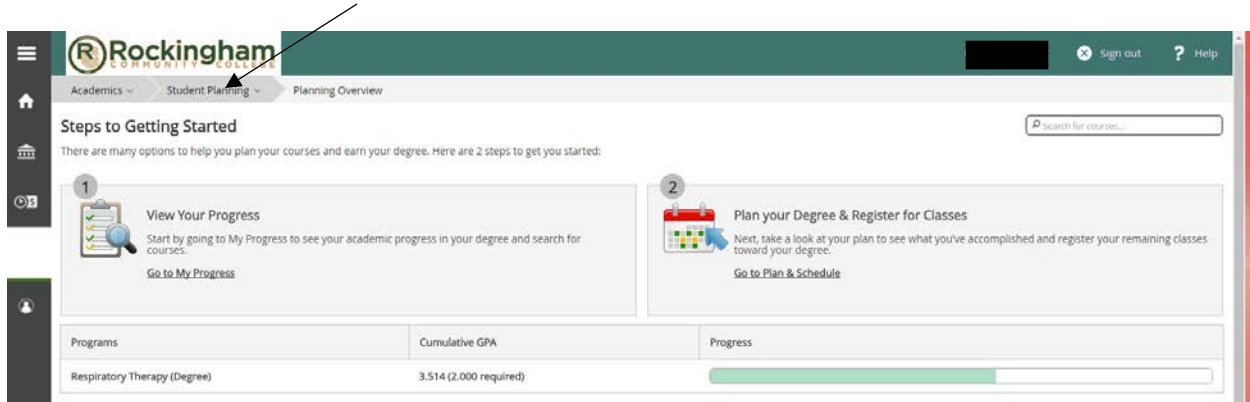
Once you are logged into WebAdvisor, click on the **Students** tab



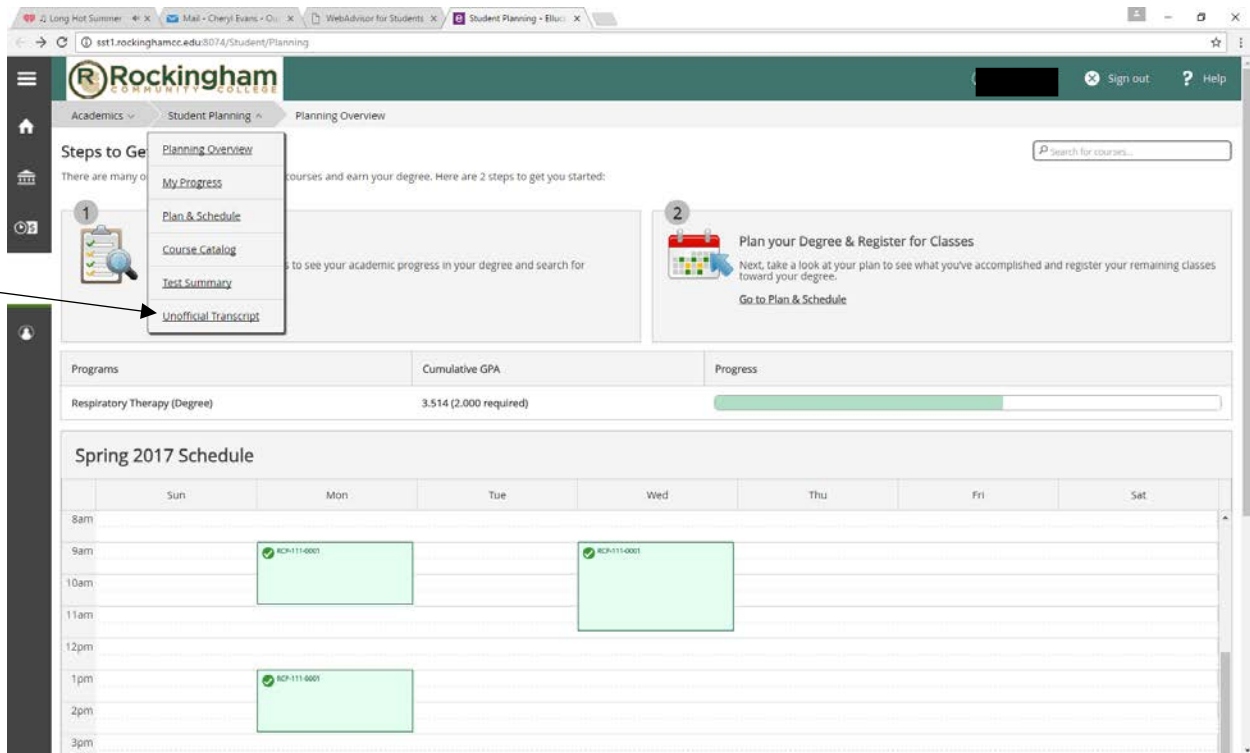
Locate the “Academic Planning” tab - Click on “Student Planning”



Click the drop down arrow beside “Student Planning”



Select “Unofficial Transcript”





Click “Curriculum Transcript” to view your college transcript

The file will download in a pdf format.

Click to view your transcript. The “Unofficial Transcript” will open in a PDF format. Students have ability to print and/or save their transcript.

Course	Title/Comments	Grd	Repeat	Hrs Att	Hrs Cmpl	Grade Points	Course Dates	Shell Crs
Fall 2012								
ACA-115	Success & Study Skills	A		1.00	1.00	4.00	08/20/12-12/17/12	
CIS-110**	Introduction to Computers	B		3.00	3.00	9.00	08/20/12-12/17/12	
ENG-090	Composition Strategies	A		0.00	0.00	0.00	08/20/12-12/17/12	
ENG-090A	Comp Strategies Lab	A		0.00	0.00	0.00	08/20/12-12/17/12	
RED-090	Improved College Reading	A		0.00	0.00	0.00	08/20/12-12/17/12	
Term Totals:				4.00	4.00	13.00	GPA = 3.250	
Cumulative Totals:				4.00	4.00	13.00	GPA = 3.250	
Spring 2013								
ENG-111**	Expository Writing	B		3.00	3.00	9.00	01/07/13-05/06/13	
HUM-115**	Critical Thinking	C		3.00	3.00	6.00	01/07/13-05/06/13	
MAT-060	Essential Mathematics	A		0.00	0.00	0.00	01/07/13-05/06/13	
PSY-150**	General Psychology	D	R	3.00	3.00	3.00	01/07/13-05/06/13	
Term Totals:				9.00	9.00	18.00	GPA = 2.000	
Cumulative Totals:				13.00	13.00	31.00	GPA = 2.385	

Once you have viewed/printed your transcript, please remember to **log out** of Student Planning and WebAdvisor.