Self Service Transcripts

Self Service
Last revised: April 17, 2008

myHelp
How-To Demos, Docs and Guides
for WSU Faculty and Staff
Self Service Transcripts

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<th><strong>Get Connected</strong></th>
<th><strong>Section A</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty/Staff Cube</strong></td>
<td>Searchable knowledgebase to view how to demos, docs and guides. <em>Look for this icon in myWSU:</em></td>
</tr>
</tbody>
</table>
| **Applications Training** | Training and Support  
Assists faculty and staff with *myWSU*, Banner, Self Service and Reporting Services  
5800 *training@wichita.edu* |
| **Help Desk** | Passwords, hardware and software support for students, faculty and staff  
HELP (4357) *helpdesk@wichita.edu* |
Desktop and Web Browser Settings

Internet Explorer (IE) Pop-up Blocker settings may need to be set as follows:

1. Click on **Tools**. Select **Pop-up Blocker, Pop-up Blocker Settings**...

   ![Internet Explorer screen showing Pop-up Blocker settings]

2. The Pop-up Blocker Settings window will display. Under **Address of Web site to allow**, enter the following address:

   * wichita.edu and click **Add**.

3. Verify the two boxes under **Notifications and Filter Level** are checked.

4. Under **Filter Level**, select:
   - Low: Allow pop-ups from secure sites

5. **Click Close**.
Browser Requirements

Browsers

Self Service can be accessed using a PC or Mac with the most current versions of the following Web browsers.

- Microsoft Internet Explorer
- Netscape
- Safari

Where to Access Self Service

From myWSU

- Log onto http://mywsu.wichita.edu using your myWSU ID and password.

Choose one of the options below:

- Select the Faculty/Staff Resources tab.
- Select the Student Resources tab.
- Select the Self Service link in the Administrative Tools channel.
- Select the Self Service link in the Student Tools channel.

Continued on next page
Accessing Self Service, Continued

The `win.wichita.edu` Website can be added as a desktop shortcut or can be saved to Favorites in Internet Explorer for easy access.

From `win.wichita.edu`

- Go to `http://win.wichita.edu`.

  ![Welcome to Banner](image)

- Select **Self Service (PROD)**.

- Select **Enter Secure Area**.

  ![Enter Secure Area](image)

- Enter your **myWSU ID** and Password.
- Click the **Login** button.
60 Minute Time Out

Self Service will time out after 60 minutes of inactivity requiring the user to login again.

Main Menu

The Main Menu will display and reflects the individual user's access to the various Self Service modules.

How to Properly Exit Self Service

When you have finished using Self Service, you will need to exit or logout. Do not use the 60 minute time out as a way to exit Self Service.

Leaving a public terminal before you logout is like leaving your ATM card in the machine and walking away! To protect your account and information, it is important that you logout of Self Service or close the browser window when you have finished using Self Service.

To close your browser window:

- Close your browser window (hit the "X" at the top right of the browser or select File, Close).

OR

- Click on "Exit" located at the top right of the browser window.
Transcript Overview

Transcripts in Self Service contain the areas explained below.

Areas in which the student does not have information (such as degree awarded or transfer work) will not display.

Student Information
The following information is displayed in the Student Information section:
- Name
- Birth date (day and month)
- Programs (college, degree, major) student is pursuing

Degree Awarded
The Degree Awarded section displays if the student has a degree from Wichita State University. The following information is displayed in this section:
- Degree
- Degree Date
- Honors
- Program
- College
- Major
- Minor

Transfer Credit Accepted by Institution
This section displays the following information in chronological order:
- Credit by Exam
- Transfer Credit from another Institution (alphabetically by institution, then chronologically by semester)

Institution Credit
This section displays all WSU coursework.

Transcript Totals
This section displays total institution, total transfer and overall totals for the student.

Courses In Progress
If applicable, this section displays all courses in progress.
Grade Column

In addition to the standard grades (A-F) the following codes may be found in the Grade columns of the transcript:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NCR</td>
<td>No Credit</td>
</tr>
<tr>
<td>TCRE</td>
<td>Transfer credit by exam</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

The following codes are sometimes accompanied by a grade.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Transfer course with grade</td>
</tr>
<tr>
<td>Z</td>
<td>Grade has been cut from the transcript; credit hours and grade are not factored into GPA.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
</tbody>
</table>
Repeat Column

The R column on the transcript indicates if a course is a repeat. If the course is a repeat, one of the following values display in the Repeat Column:

I  Include
E  Exclude

Some classes that students may repeat and count as credit, such as Co-Op classes, are included in the GPA calculation. These classes will have an I in the Repeat column.

If a student has repeated a course, one or more of the courses will have an E in the Repeat column and will not count towards credit hours or GPA.

In the example below, the student took HIST 132 twice. The grade in the Fall 2006 semester is excluded and the Spring 2007 semester is included in the credit hours ad GPA totals.
**Coursework Totals**

Course work totals are displayed under every semester listed on the Self Service Transcript. Cumulative course work totals will only show under Institutional Credit semesters.

<table>
<thead>
<tr>
<th>Attempt Hours</th>
<th>Total of all attempted credit hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attempted hours includes:</td>
</tr>
<tr>
<td></td>
<td>- Courses with an ‘F’ grade</td>
</tr>
<tr>
<td></td>
<td>- Repeated courses that have been excluded (E)</td>
</tr>
<tr>
<td></td>
<td>Attempted hours do not include:</td>
</tr>
<tr>
<td></td>
<td>- Withdrawn courses</td>
</tr>
<tr>
<td></td>
<td>- Cut (Z) grades</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passed Hours and Earned Hours</th>
<th>Passed/Earned hours do not include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Courses with an ‘F’ grade</td>
</tr>
<tr>
<td></td>
<td>- Withdrawn courses</td>
</tr>
<tr>
<td></td>
<td>- Cut (Z) grades</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA Hours</th>
<th>Does not include credit/no credit courses.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Quality Points = Grade x Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td>C = 2</td>
<td>D = 1</td>
</tr>
<tr>
<td>F = 0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Level Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL</td>
<td>UG EARTH SCI &amp; ENVIR</td>
<td>F</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GEOL</td>
<td>UG OCEANOGRAPHY</td>
<td>D</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Totals (Undergraduate)</th>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Term:</td>
<td>6.00</td>
<td>3.00</td>
<td>3.00</td>
<td>6.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Cumulative:</td>
<td>49.00</td>
<td>43.00</td>
<td>43.00</td>
<td>49.00</td>
<td>85.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA</th>
<th>GPA = Quality Points / GPA Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Points R</th>
<th>0.500</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA</td>
<td>1.938</td>
</tr>
</tbody>
</table>
Transcript Examples

In the example below, the student has transfer work from Fall 2000 from Butler County Community College.

Transfer Work
Any course at the 2000, 4000, 6000 or 6000 indicates the course is a transfer course without a direct equivalent at WSU.

These courses transfer as electives within the department. The title for the course contains the transfer college’s subject, course and title.

Transfer courses will have a ‘T’ in the Grade column.

Cut Grades
Math 111 in the example below has a ‘Z’ in the Grade column. This grade has been cut from the transcript. The credit hours and grade are not factored into GPA.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>2000</td>
<td>BA 126: Accounting I</td>
<td>TB</td>
<td>3.000</td>
<td>9.000</td>
</tr>
<tr>
<td>CJ</td>
<td>2000</td>
<td>AJ 204 CRIMINAL LAW</td>
<td>TC</td>
<td>3.000</td>
<td>6.000</td>
</tr>
<tr>
<td>COMM</td>
<td>111</td>
<td>PUBLIC SPEAKING</td>
<td>TB</td>
<td>3.000</td>
<td>9.000</td>
</tr>
<tr>
<td>MATH</td>
<td>111</td>
<td>COLLEGE ALGEBRA</td>
<td>ZD</td>
<td>3.000</td>
<td>0.000</td>
</tr>
<tr>
<td>PSY</td>
<td>111Q</td>
<td>GENERAL PSYCH</td>
<td>TC</td>
<td>3.000</td>
<td>6.000</td>
</tr>
</tbody>
</table>

Current Term:
- Attempt Hours: 12.000
- Passed Hours: 12.000
- Earned Hours: 12.000
- GPA Hours: 12.000
- Quality Points: 30.000
- GPA: 2.500
Exercise: Accessing the Advisor Menu

1. Access the Faculty and Advisors menu in one of two ways:
   - From the Main Menu, select Faculty and Advisors.
   - From anywhere in Self Service, select Faculty Services.

2. Select Advisor Menu.

3. The Advisor Menu displays.
Exercise: Select a Student

The ID Selection option allows users to select a student or advisee by ID or by partial names.

The selected student or advisee ID is used until a new ID is selected.

1. Access the Advisor menu.

See Exercise: Accessing the Advisor Menu for additional information.

2. Select ID Selection.

3. If necessary, select a term.

4. The ID Selection screen displays.

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Continued on next page
### Exercise: Select a Student, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| **5** | Enter the student's *myWSU* ID or name and click the **Submit** button.  
![Screenshot](image1.png)  
Be sure to use **CAPITAL letters** when entering a *myWSU* ID in the **Student or Advisee ID** box. Self Service will not recognize a *myWSU* ID entered using lower case letters.  
![Screenshot](image2.png)  
When searching for a student using their name, only **current** names are searchable. Former names (name changes) will not display. |
| **6** | Confirm the student is the correct student. *If there is a drop down box, verify the selected student is the correct student.*  
Click the **Submit** button.  
![Screenshot](image3.png) |
| **7** | The Advisor Menu displays.  
![Screenshot](image4.png) |
### Exercise: View Transcript

1. **Access the Advisor menu.**
   See *Exercise: Accessing the Advisor Menu* for additional information.

2. **Select a student’s ID.**
   See *Exercise: Select a Student* for additional information.

3. **Select Student Academic Transcript.**

   ![Faculty & Advisors Menu](image)

4. **Leave the values selected in the drop down boxes and click the Display Transcript button.**

   ![Select Transcript](image)

5. **The transcript displays.**

6. **To view another student’s transcript, repeat steps 1 – 5.**