How to Generate an Unofficial Transcript and Check Your Classification

Note: If you have a balance or other financial hold, you will not be able to access your unofficial transcript.

1. Go to my.utep.edu and sign in

2. Click on Goldmine

3. Click on Student Records

4. Click on Academic Transcript
5. Click on Submit

Display Transcript - Select Level and Type

Select the transcript level and transcript type, then click Submit.

- **Transcript Level:** All Levels
- **Transcript Type:** Informational Transcript (web)

6. At the bottom of the page where it says, “Transcript Totals,” check the number in the cell where “Overall” and “Earned Hours” meet.

<table>
<thead>
<tr>
<th>TRANSSCRIPT Totals (Undergraduate)</th>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Institution</td>
<td>47,000</td>
<td>23,000</td>
<td>23,000</td>
<td>30,000</td>
<td>56.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Total Transfer</td>
<td>68,000</td>
<td>0,000</td>
<td>68,000</td>
<td>0,000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Overall</td>
<td>115,000</td>
<td>23,000</td>
<td>91,000</td>
<td>30,000</td>
<td>56.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

If the number is 29 or less, you are considered a **Freshman**

If the number is 30 to 59, you are considered a **Sophomore**

If the number is 60 to 89, you are considered a **Junior**

If the number is 90 or higher, you are considered a **Senior**