

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 Academic Transcript

Student Menu

- Personal Information
- Profile
- Financial Aid and Scholarships
- Registration
- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Pete's Payment Options
- Tax Information
- Degree Evaluation
- Enrollment Verification
- Order Official Transcript

4. Select All Levels and then Informational Transcript (web)

Academic Transcript

Transcript Level	Transcript Type
All Levels 	Select 
	Informational Transcript (web)

Transcript Type

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

Transcript Totals - (Graduate)	Attempt Hours	Passed Hours	Earned Hours
Total Institution	95.000	89.000	89.000
Total Transfer	0.000	0.000	0.000
Overall	95.000	89.000	89.000

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**