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

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**