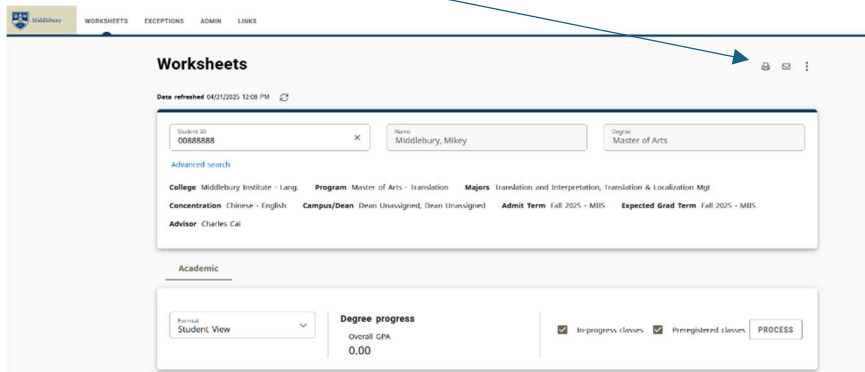


How do I Get a printable copy of a students audit

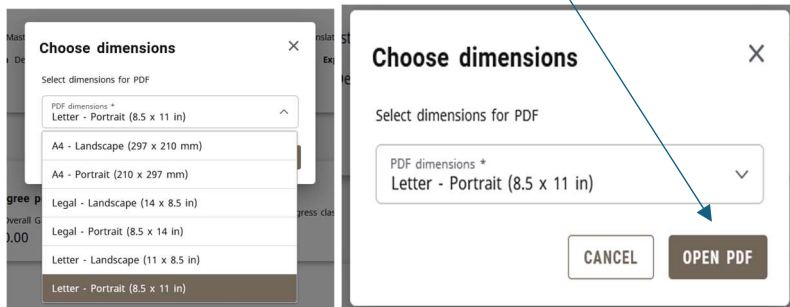
1. Select the printer icon



The screenshot shows the 'Worksheets' page in the Middlebury system. At the top, there are tabs for 'WORKSHEETS', 'EXCEPTIONS', 'ADMIN', and 'LINKS'. Below the tabs, the page title 'Worksheets' is displayed. A date refresh indicator shows 'Date refreshed: 04/21/2025 12:08 PM'. The main content area contains a form with fields for 'Student ID' (00888888), 'Name' (Middlebury, Mikey), and 'Degree' (Master of Arts). Below these fields, there is a section for 'Advanced search' with filters for 'College' (Middlebury Institute - Lang), 'Program' (Master of Arts - Translation), 'Majors' (Foundation and Interpretation, Translation & Localization Mgt), 'Concentration' (Chinese - English), 'Campus/Dean' (Dean Unassigned, Dean Unassigned), 'Admit Term' (Fall 2025 - MIIS), 'Expected Grad Term' (Fall 2025 - MIIS), and 'Advisor' (Charles Cai). At the bottom, there is a 'Degree progress' section with a dropdown for 'Form: Student View', 'Overall GPA' (0.00), and checkboxes for 'In-progress classes' and 'Preregistered classes', followed by a 'PROCESS' button.

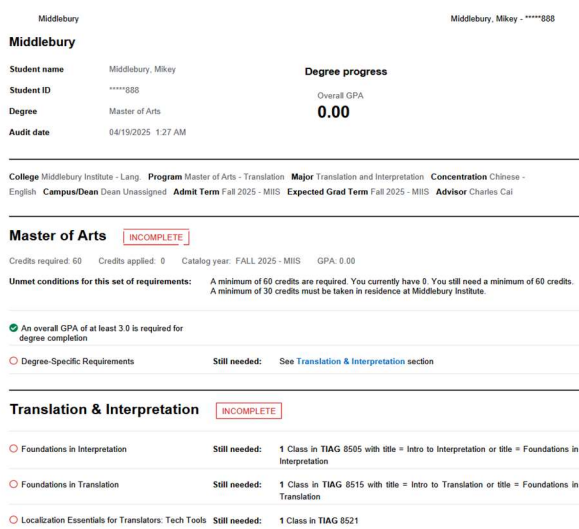
2. Choose Dimensions

Open as PDF



The left screenshot shows a 'Choose dimensions' dialog box with a list of dimensions: 'PDF dimensions * Letter - Portrait (8.5 x 11 in)', 'A4 - Landscape (297 x 210 mm)', 'A4 - Portrait (210 x 297 mm)', 'Legal - Landscape (14 x 8.5 in)', 'Legal - Portrait (8.5 x 14 in)', 'Letter - Landscape (11 x 8.5 in)', and 'Letter - Portrait (8.5 x 11 in)'. The right screenshot shows the same dialog box with the 'Letter - Portrait (8.5 x 11 in)' dimension selected and the 'OPEN PDF' button highlighted.

3. Printable .pdf copy of the students unofficial transcript



The screenshot shows the student's unofficial transcript page. At the top, the student's name 'Middlebury, Mikey' and ID '****888' are displayed. Below this, the 'Degree progress' section shows 'Overall GPA' (0.00) and 'Degree' (Master of Arts). The 'Audit date' is 04/19/2025 1:27 AM. The 'College' is Middlebury Institute - Lang, and the 'Program' is Master of Arts - Translation. The 'Major' is Translation and Interpretation, and the 'Concentration' is Chinese - English. The 'Campus/Dean' is Dean Unassigned, and the 'Admit Term' is Fall 2025 - MIIS. The 'Expected Grad Term' is Fall 2025 - MIIS, and the 'Advisor' is Charles Cai. The 'Master of Arts' section is marked 'INCOMPLETE' and shows 'Credits required: 60', 'Credits applied: 0', 'Catalog year: FALL 2025 - MIIS', and 'GPA: 0.00'. The 'Unmet conditions for this set of requirements' section states: 'A minimum of 60 credits are required. You currently have 0. You still need a minimum of 60 credits. A minimum of 30 credits must be taken in residence at Middlebury Institute.' The 'Translation & Interpretation' section is also marked 'INCOMPLETE' and shows 'Still needed: 1 Class in TIAG 8505 with title = Intro to Interpretation or title = Foundations in Interpretation', 'Still needed: 1 Class in TIAG 8515 with title = Intro to Translation or title = Foundations in Translation', and 'Still needed: 1 Class in TIAG 8521'.