

On your BisonWeb homepage, go to the “Student Services” tab, and select “Student Records.” One of the options in the student records is “Academic Transcript.” Select academic transcript. In the drop down option choose undergraduate level and web transcript. Click submit. This will give you the web transcript. If you are on Mac, you click the file on the top bar and select export as PDF. On Windows you can save by using the “Print” option which lets you save as PDF.

