

How to Obtain an Unofficial Academic Record in myZou Current and Former MU students

Note: These instructions only apply to students who have access to **myZou**. Former students (who attended MU from 2006 and beyond) should still have access to **myZou** even after leaving MU. If you do not have access to **myZou**, please contact the Graduate School for assistance.

1. After logging on to **myZou**, navigate to your Student Center. The Student Center is located under Main Menu -> Self Service -> Student Center.
2. In the student center, in the “Academics” portion of the page, you should see a drop-down menu labeled “other academic...”. Select “Student Academic Profile” from the menu, then click the blue button next to the menu.

The screenshot shows the 'Academics' section of the myZou interface. On the left, there is a list of links: Grades, Search, Plan, Enroll, My Academics, Request Degree Audit, Transcript Audit Trail, and Cert Letter Audit Trail. On the right, there are sections for 'Deadlines', 'URL', and a '2013 Fall Semester Schedule' table. The table has columns for 'Class' and 'Schedule'. One class listed is 'SOCIOL 1000-06 LST (18529)' with a schedule of 'MoWe 7:30PM - 8:45PM MIDDLEBUSH HALL 12'. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. A message box states 'You have no outstanding charges at this time.' with a 'make a payment' link. A red box highlights a dropdown menu that is open, showing various options. The option 'Student Academic Profile' is highlighted in blue. A callout box on the left points to this menu with the text: 'Select Student Academic Profile from this menu, then click the blue button next to the menu.'

| Class | Schedule |
|----------------------------|---|
| SOCIOL 1000-06 LST (18529) | MoWe 7:30PM - 8:45PM MIDDLEBUSH HALL 12 |

3. On the next screen, you should see the Student Academic Profile menu, with your student information filled in. Press the Submit button to process your request. The unofficial transcript will be sent to your Mizzou email address. If you no longer have an active Mizzou email address, the transcript will be sent to whatever preferred email address you have listed in **myZou**.

If accepted by an academic program, MU students do not have to provide an official transcript to the Office of Graduate Admission. Grades and degree(s) will be verified in myZou.

For assistance with your MU academic record, please send an email to gradadmin@missouri.edu .