

Both the grades and schedule get sent to: scholarships@chasefoundation.com with your LAST, FIRST name in the subject line

Example of Semester Grades: (Notice boxed areas of importance. Names have been blocked out but please be sure we can see your name on the report that you send.)

| Term: Fall 2015 | | | | | | | | | |
|-----------------------------------|---------|-------|-------------------------------|---------------|--------------|----------------|-----------|----------------|-------|
| Academic Standing: | | | | | | | | | |
| Subject | Courses | Level | Title | Grade | Credit Hours | Quality Points | | | |
| BIOL | 3306 | UG | Plant Biology | B | 3.000 | 9.000 | | | |
| BIOL | 3320 | UG | Cell Biology | C | 3.000 | 6.000 | | | |
| EDLL | 4382 | UG | Adolescents & Multiliteracies | A | 3.000 | 12.000 | | | |
| EDSE | 4000 | UG | Student Teach Sec Sch | A+ | 6.000 | 24.000 | | | |
| EDSE | 4315 | UG | Learning and Technology | A+ | 3.000 | 12.000 | | | |
| Term Totals (Undergraduate - TTU) | | | | | | | | | |
| | | | | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
| Current Term: | | | | 18.000 | 18.000 | 18.000 | 18.000 | 63.000 | 3.500 |
| Cumulative: | | | | 120.000 | 114.000 | 128.000 | 117.000 | 399.000 | 3.410 |

Example of Next Semester Schedule: (Notice boxed areas of importance.)

At least 15 credit hours, no more than 6 can be online.)

| CRN | Course | Title | Campus | Credits | Level | Start Date | End Date | Days | Time | Location | Instructor |
|-----------------------|---------------|----------------------|----------|---------------|-------|--------------|--------------|------|---------------------|-----------------------------------|-------------|
| 28778 | AHS 120 D06 | MEDICAL TERMINOLOGY | Dona Ana | 3.000 | UG | Jan 20, 2016 | May 13, 2016 | M | 5:30 pm - 8:00 pm | DACC, Health & Public Service 182 | Vunnamadala |
| 28789 | AHS 202 D02 | LGL/ETHCL HLTH CARE | Dona Ana | 3.000 | UG | Jan 20, 2016 | May 13, 2016 | W | 5:30 pm - 8:00 pm | DACC, Health & Public Service 290 | Rooker |
| 25278 | BIOL 225 D05 | HUMAN ANATOMY/PHYS I | Dona Ana | 4.000 | UG | Jan 20, 2016 | May 13, 2016 | TR | 12:30 pm - 1:45 pm | DACC, Gadsden Center | 15 Flores |
| | | | | | | Jan 20, 2016 | May 13, 2016 | R | 2:00 pm - 4:30 pm | DACC, Gadsden Center | 22 Flores |
| 31955 | CHEM 110G D02 | PRINC & APPL OF CHEM | Dona Ana | 4.000 | UG | Jan 20, 2016 | May 13, 2016 | M | 10:00 am - 12:30 pm | DACC, Health & Public Service 183 | Miller |
| | | | | | | Jan 20, 2016 | May 13, 2016 | MW | 1:00 pm - 2:15 pm | DACC, Health & Public Service 284 | Miller |
| 32116 | COLL 103 D02 | MANAGING YOUR MONEY | Dona Ana | 1.000 | UG | Mar 21, 2016 | May 13, 2016 | TBA | | DA - Online Web WEB | Quintela |
| Total Credits: | | | | 15.000 | | | | | | | |

How to capture and save as a pdf from your computer:

1. Bring up the document you are wanting to capture. For example, if it is your full unofficial transcript, bring that document up on your computer screen via your school portal.
2. Put your cursor on the page and press 'Ctrl P' – this is the command to use if you want to print the document out on paper. Instead of actually printing, you should have the option to change the location of where you are printing to 'save' and then you can 'save as a pdf'. You will be prompted to name the file and then be aware of where your computer is saving it. The document should now be a paperless attachment ready to attach to your e-mail.

One e-mail is the ideal situation with all documents attached. Grades/Unofficial transcript of the semester that just finished, your detailed/concise schedule for your next semester of classes and your updated Grad Plan if you are class of 2016 or newer.

Another option for a pdf:

If you have an iPhone, there is an app called iScanner (the icon is a white background with a black scanner). It will let you take a picture with your camera and it will convert it to a pdf file that you can e-mail to yourself. I'm sure there are other app's similar for various phone designers.

How to find in your student account: (please let us know if we can add YOUR school to this list)

TTU

Click Registration. Click Add or Drop Classes. Click View Registration Information. Then select your term. Print to pdf to save file.