

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	Course	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
Cumulative:				120.000	114.000	128.000
				0	0	0

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

2024 Fall Schedule At least 15 credit hours, no more than 6 can be online.)

Classification: Sophomore Level: Undergraduate
 College: Arts and Sciences Major: Psychology
 Department: Psychology

Title	Course Details	Credit Hours	CRN	Meeting Times
CONSUMER BEHAVIOR	MKTG 311V M03	3.0	57415	08/21/2024 - 12/13/2024 Monday, Wednesday 01:30 PM - 02:45 PM NMSU - Las Cruces (Main), MA - Online Web, WEB Michael Rogers
SEXUAL BEHAVIOR	PSYC 324 M01	3.0	66007	08/21/2024 - 12/13/2024 Tuesday, Thursday 12:00 PM - 01:15 PM NMSU - Las Cruces (Main), Science Hall, 107 Michael Marks
ABNORMAL PSYCHOLOGY	PSYC 2210 M01	3.0	67579	08/21/2024 - 12/13/2024 Tuesday, Thursday 04:00 PM - 05:15 PM NMSU - Las Cruces (Main), Domenici Hall, 106 Marc Caplan
AMERICAN SIGN LANG II	SIGN 1120 M04	3.0	67748	08/21/2024 - 12/13/2024 Tuesday, Thursday 05:30 PM - 06:46 PM Jojo Lopez
Experimental Methods	PSYC 3110 M02	4.0	68494	08/21/2024 - 12/13/2024 Tuesday, Thursday 10:30 AM - 11:45 AM NMSU - Las Cruces (Main), Jett Hall, 216 Melissa Guynn
Experimental Methods	PSYC 3110 M1C	0.0	68497	08/21/2024 - 12/13/2024 Friday 12:00 PM - 01:40 PM NMSU - Las Cruces (Main), Science Hall, 267 Melissa Guynn

Total Hours | Registered: 16 | Billing: 16 | CEU: 0

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.