

1. Go to the Academic Record page inside of the web registration system under the student tab
2. Pick what order best works for your application and click submit
3. At the top of the page there will be a link, “Text Copy of this Academic Record” (See Image). Click on the link and it will open in a new window.
[Text Copy of this Academic Record](#)

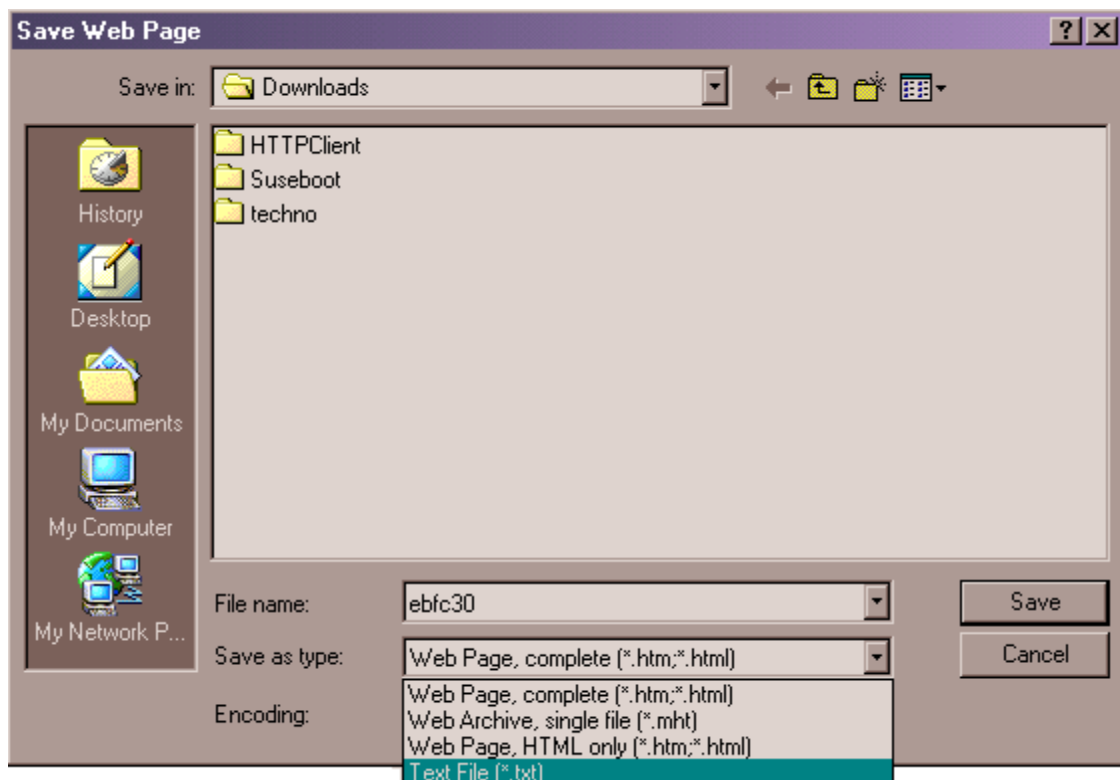
Student Academic Record as of Fall Semester 2003

***** Undergraduate Academic Record *****

4. See below for each browser

Internet Explorer

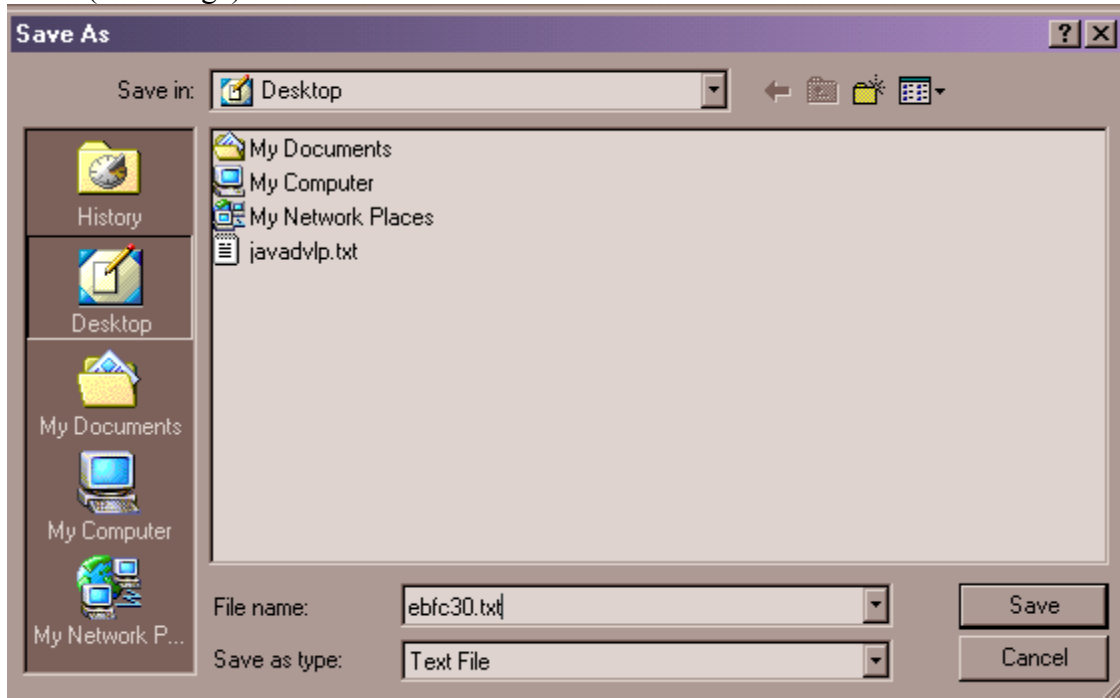
1. Once the new window is open go to “File” then “Save As”
2. Choose the place you would like to save the file, and the name of the file that you would like to save as.
3. Next choose the file type as “Text File” (See Image)



4. Click save and the file will be saved to the correct location.

Netscape 6 & 7

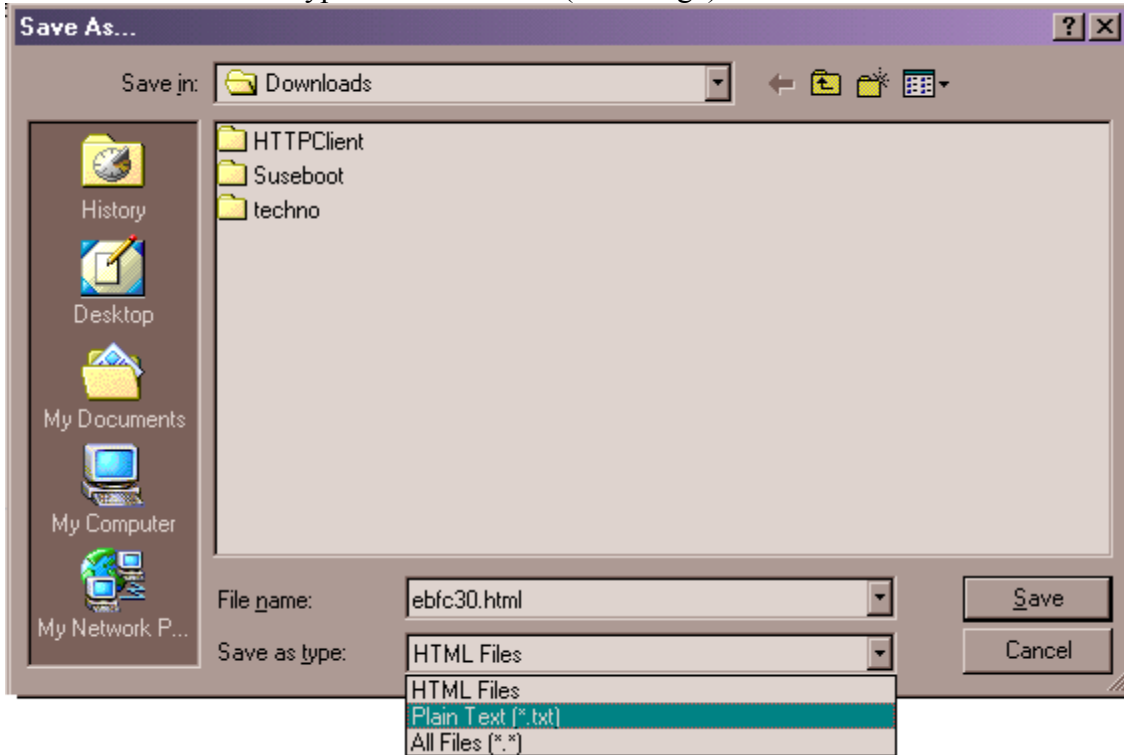
1. Once the new window is open go to “File” then “Save Page As”
2. Choose the place you would like to save the file, and the name of the file that you would like to save as the “.txt” will need to be added to the name for your computer to understand what the file is.
3. Text should be selected for you automatically. When done your window should look like (See Image)



4. Click save when you are done.

Netscape 4

1. Once the new window is open go to “File” then “Save As”
2. Choose the place you would like to save the file, and the name of the file that you would like to save as.
3. Next choose the file type as “Plain Text” (See Image).



4. You will need to change the file extension to “.txt” instead of “.html”
5. Hit save after changing the extension, and it will save to the correct place.