



Understanding Student Transcripts

1. The transcript files are in Microsoft Excel format. The instructions for creating transcripts, as well as transcript templates can be found at www.tumi.org/gateway (you will need to be logged in with your satellite password in order to access this page).
2. These templates can also be used (opened, edited, and saved) in OpenOffice. (OpenOffice is free software that is available worldwide and is compatible with the Microsoft Suite. You can install OpenOffice on as many computers as you wish. If you oversee international satellite locations, OpenOffice can be installed at these sites in their native language.)
3. We have created templates in both English and Spanish (in Excel format) that you may use to record and print out grades for your students. You may open the Excel template within the Microsoft suite (obviously) or within OpenOffice Calc. When you save the document, it will save it as an OpenOffice file. You may continue to edit and save as you add classes and grades to your students transcripts.
4. Each transcript template has cells that can be edited. The satellite city name will need to be changed to yours (e.g. The Urban Ministry Institute of Los Angeles). Then input the student's name, address, and assigned student number (if applicable).
5. In the transcript body, four columns can be edited: "Semester," "Course Number," "Type of Course," and "Grade."



Semester	Course Number	Course Description	Type of Course	Area of Study	Credit	Grade	Grade Point
Fall '99	C2-003	Theology of the Church	CP	CM	2	B	3.00

6. The “Semester” column identifies when the student took the specific course. The “Course Number” column represents the numbers assigned by *The Urban Ministry Institute* (headquarters) for courses developed and/or produced in Wichita, or the number the Site Coordinator assigns at your satellite for your Site-Developed courses.
7. The “Course Description” column represents the actual title given to the course and will fill in automatically when you type in the desired course number.
8. The “Type of Course” column lets you identify what type of curriculum this particular course is. The course type listed will fall into one of the five following categories:
 - CP - Capstone Module
 - FD - Foundations for Ministry Course
 - IS - Independent Study Course
 - SD - Site-Developed Course
 - TR - Transfer Credit
9. The “Area of Study” column represents one of the four department areas (Biblical Studies = BS, Theology and Ethics = TE, Christian Ministry = CM, or Urban Mission = UM) that this course falls under.
10. The “Credit” column lists how many credits were received by the student for the successful completion of this course.
11. The “Grade” column represents the grade the student received for their work done in this course.
12. The “Grade Point” column automatically tallies the grade point for the grade that is entered for the course.
13. At the bottom of the Transcript, the “Credit Totals” reflect how many credits the student received for the courses he/she has completed. If the student’s grade for any course(s) is a non-passing grade, ie, Fail (F), Incomplete (I), or No Credit (NC), or if the student withdraws (W) from the class or Audits (A) it, the credit total for that course will not be included in either the “Credit Totals” amount or the “Credit Totals by Area of Study” at

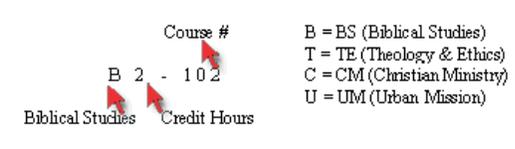
the bottom of the transcript. The “Credit Totals by Area of Study” shows the “Credit Totals” for each specific department area in which these credits were earned.

		<i>Credit Totals:</i>	2	3.00
CREDIT TOTALS BY AREA OF STUDY				
BS	Biblical Studies	0		
CM	Christian Ministry	2		
UM	Urban Mission	0		
TE	Theology & Ethics	0		
UNOFFICIAL TRANSCRIPT GPA:				3.00

- The “Unofficial Transcript GPA” reflects the grade point average of the “Grade Point” column. The “Unofficial Transcript GPA” will never exceed 4.0, even if the “Grade Point” column’s average is greater than 4.0.
- As mentioned earlier, this “Transcript” file is linked to the “courses” file, which has the course number, course description (course title), course area (department area), and credit hours for the courses listed.

COURSE NUMBER	COURSE DESCRIPTION	COURSE AREA	CREDITS
B2-001	Conversion and Calling	BS	2
T2-002	The Kingdom of God	TE	2
C2-003	Theology of the Church	CM	2

- The “course number” is an at-a-glance identifier of the department area (ie, Biblical Studies, Theology and Ethics, Christian Ministry, or Urban Mission), the total credit hours, and the actual number assigned to the course. For example, B2-102 represents a Biblical Studies course that earns the student two credit hours, and the course is numbered “102.”



17. The “grades” file has the complete listing of any possible grades for a course as well as the grade point for each of the grades listed. Please note that Pass and Transfer Credit “grades” are not factored into the student’s overall grade point average.

Grade	Gr Point	
A+	4.2	
A	4.0	
A-	3.8	
B+	3.2	
B	3.0	
B-	2.8	
C+	2.2	
C	2.0	
C-	1.8	
D	1.0	
F	0.0	
Audit	N/A	
I	N/A	
P	Pass	
N/C	N/A	
W	N/A	
XC	Xfer Credit	