

Student Centre Self Service - Final Grades

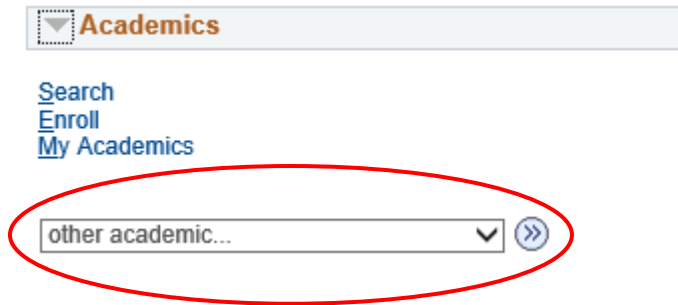
Student Centre Self Service provides you with access to all University published results for the courses you have studied. The following provides a step by step guide to viewing your grades.

Contents

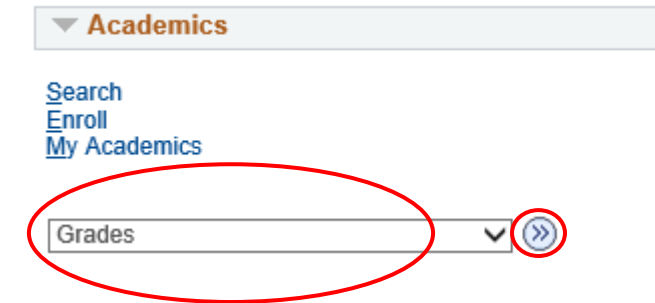
Student Centre Self Service - Final Grades	1
View Final Marks and Grades.....	2
Produce an Unofficial Transcript.....	4
Getting Help	5

View Final Marks and Grades

1. Login to Student Centre Self Service (see How do I login help guide)
2. Select the Student Centre tile
3. Under 'Academics', select the arrow on the LHS of the 'other academic...' drop-down menu



4. Select 'Grades', and then then the 'double arrow' button on the RHS



5. Select the relevant term under 'View My Grades' and then press [Continue]

[View My Grades](#)


Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2018 Study Period 2	Postgraduate	Uni of Notre Dame Australia
<input checked="" type="radio"/>	2017 Study Period 1	Postgraduate	Uni of Notre Dame Australia

Continue

6. Your final mark and grade will appear next to each course in that term.

▼ **Class Grades - 2017 Study Period 1**

Official Grades 

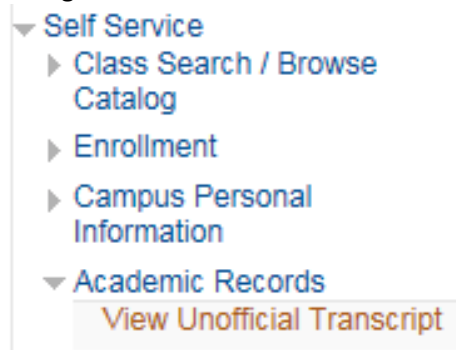
Class	Description	Units	Grading	Mark	Grade	Grade Points
BS 510	Accounting for Managers	25.00	Graded Component	68	C	50.000

7. To view a different study period grades, click 'Change Term', and then repeat step 5 above.

Produce an Unofficial Transcript

To print an unofficial transcript of all the final grades of the courses you have completed follow these steps.

1. Navigate to Self Service > Academic Records > View Unofficial Transcript



2. Select 'Uni of Notre Dame Australia' and 'Unofficial Transcript' from the Academic Institution and Report Type drop down lists:

[View Unofficial Transcript](#)

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution

Report Type

[View Report](#)

Information For Students

This is an Unofficial Transcript for your information.

3. Click 'View Report' and after processing a new tab will open with a PDF of your unofficial transcript.

The Unofficial Transcript provides an overview of all programs and courses you have undertaken, and in which you are currently enrolled. The Report is structured in the following order:

1. Academic Program History

This is a list of all the Programs in which you are, or have been, enrolled, and any periods of leave.

2. Beginning of Academic Record

This is a list of all the courses you have completed, or in which you are currently enrolled, and the final grade. The list is ordered by study period, beginning at the earliest.

Getting Help

If you need help with Student Centre please contact Student Administration on your campus of enrolment.

Fremantle

Phone: (08) 9433 0781

Email: fremantle.studentadmin@nd.edu.au

Sydney

Phone: (02) 8204 4418

Email: sydney.studentadmin@nd.edu.au