

Printing Unofficial Malone University Transcript

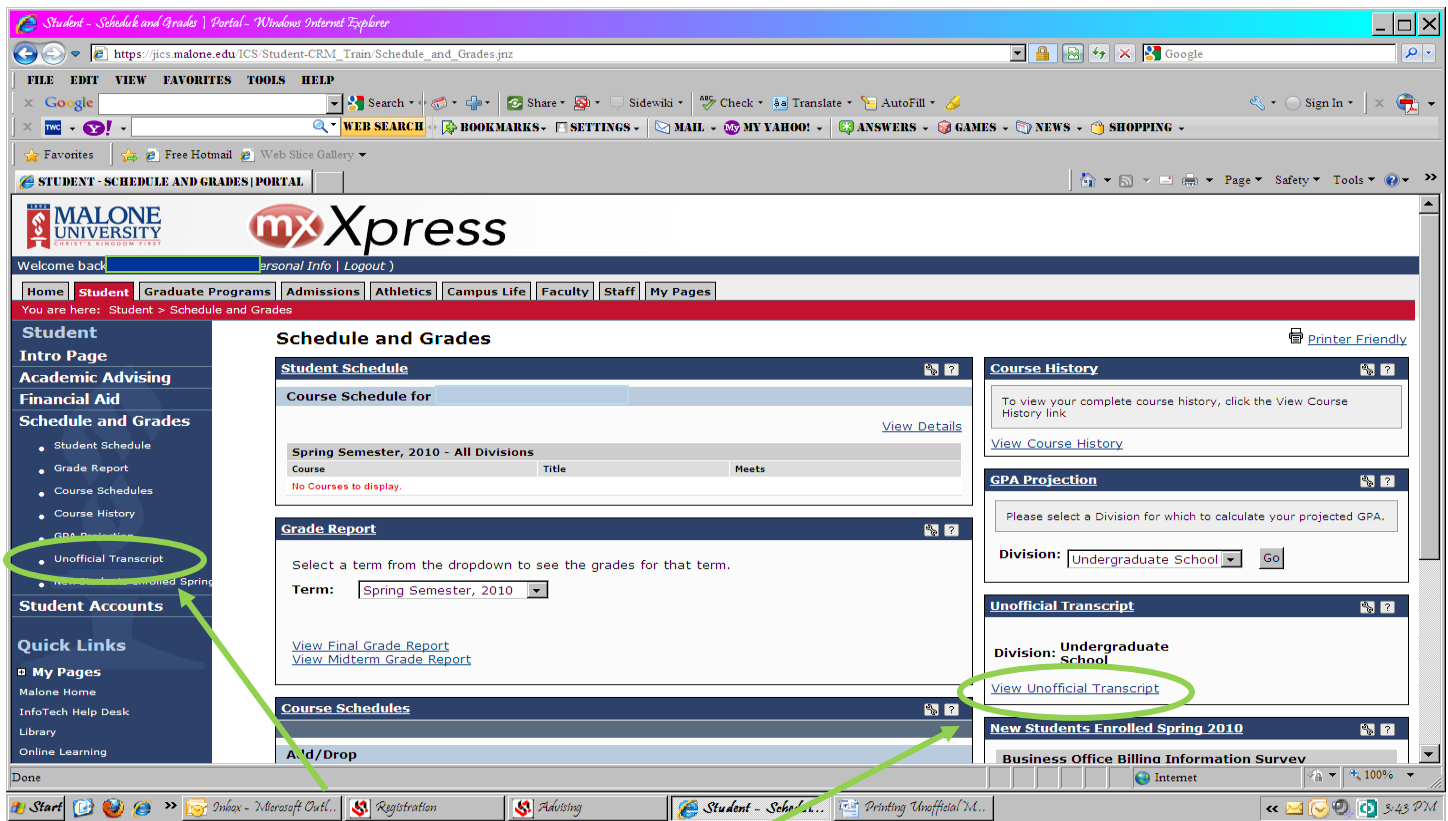
The Office of the Registrar only prints official copies of your Malone University transcript. Shortly after you graduate from Malone, we advise that you log-in to your Malone Xpress account and print off a PDF version of your unofficial transcript as soon as possible. You will lose access to Malone Xpress after you graduate; therefore, you will not have access to your unofficial transcript.

Below are directions to find a PDF version of your unofficial Malone transcript.

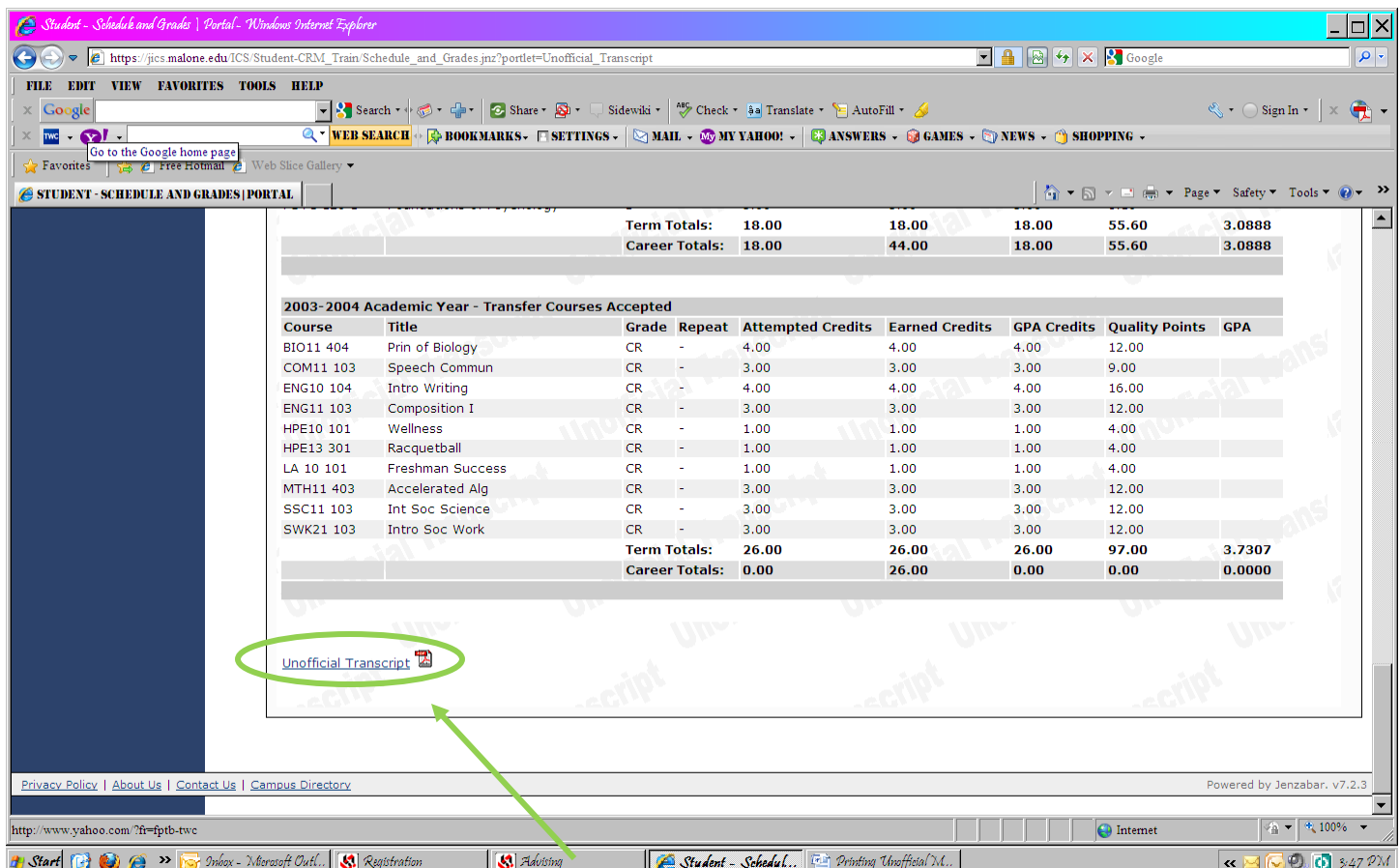
1. Click on Malone Xpress symbol.
2. Log-in to your Malone Xpress account.
3. Click on Student Tab.

The screenshot shows the Malone University Xpress website. The browser address bar displays https://jics.malone.edu/ICS/Student-CRM_Train/Intro_Page.jnz. The page features the Malone University logo and the 'mx Xpress' branding. A navigation menu includes links for Home, Student, Graduate Programs, Admissions, Athletics, Campus Life, Faculty, Staff, and My Pages. The 'Student' section is active, showing a 'Welcome back' message and a 'Personal Info | Logout' link. The main content area is divided into several sections: 'Online Services' with links for Financial Aid, Online Learning, Phiz, Remote Access, Student email, Print Balance, and Malone Career Connect; 'Student Files' with a list of PDF documents including 'Student Web-Registration Guide (.pdf, 1103K)', 'Training overview for students using web registration.', 'Undergraduate Fall 2010 Course Registration Form (.pdf, 44K)', 'Undergraduate Fall 2010 Registration Schedule (.pdf, 150K)', and 'Maximize Your Academic Advising Schedule (.pdf, 27K)'; 'Announcements' stating 'You have no incoming announcements.'; 'Chapel Attendance' stating 'Not Applicable'; and a 'Malone Calendar' for Thursday, April 29, Friday, April 30, and Saturday, May 1. The left navigation menu includes 'Student Intro Page' with sub-links for Online Services, Student Files, Bookmarks, Announcements, Malone Calendar, and Chapel Attendance; 'Academic Advising'; 'Financial Aid'; 'Schedule and Grades' (circled in green with a green arrow pointing to it); 'Student Accounts'; and 'Quick Links' with 'My Pages' and various help links. The taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Outlook', 'Registration', 'Advising', 'Malone University - C...', 'Student - Intro P...', and 'Printing Unofficial M...'.

4. Click on Schedule and Grades in blue column on left.



5. Click on View Unofficial Transcript in one of two places.



6. Scroll down to bottom of screen. Click PDF version titled Unofficial Transcript.

MALONE UNIVERSITY - UNOFFICIAL STUDENT ADVISING TRANSCRIPT

ID :
Name :

Undergraduate School Division
Advisors : Dr

Course Number	Title	Grade	Rpt	Hrs Att	Hrs Ern	Hrs	Gpa	Qual Pts	GPA
2003-2004 Academic Year : Transfer Courses Accepted									
Organization : UNIV RIO GRANDE									
BIO11404	Prin of Biology	CR		4.00	4.00		4.00	12.00	
COM11103	Speech Commun	CR		3.00	3.00		3.00	9.00	

7. You may now print an unofficial copy of your transcript before you lose access to Malone Xpress.

Ordering Official Malone University Transcript

You may order official copies of your transcript by submitting a request to the Office of the Registrar. You can locate this request form by visiting the following websites: www.malone.edu/transcripts or www.malone.edu/transcript.

MALONE UNIVERSITY
CHRIST'S KINGDOM FIRST

Directions | Apply Online | MaloneXpress **mx**

Search: **GO**

Home About Academics Admissions Student Life Athletics Offices and Services News & Events

Transcript

Academics / Academic Services and Centers / Registrar / Transcript / **Apply**

Transcripts

Transcripts will be issued only upon written request of the student, either on the **Transcript Request Form** (PDF), by letter or by FAX at (330) 471-8661. **E-mail requests are not acceptable.**

Transcript Requests

Transcript Request Form

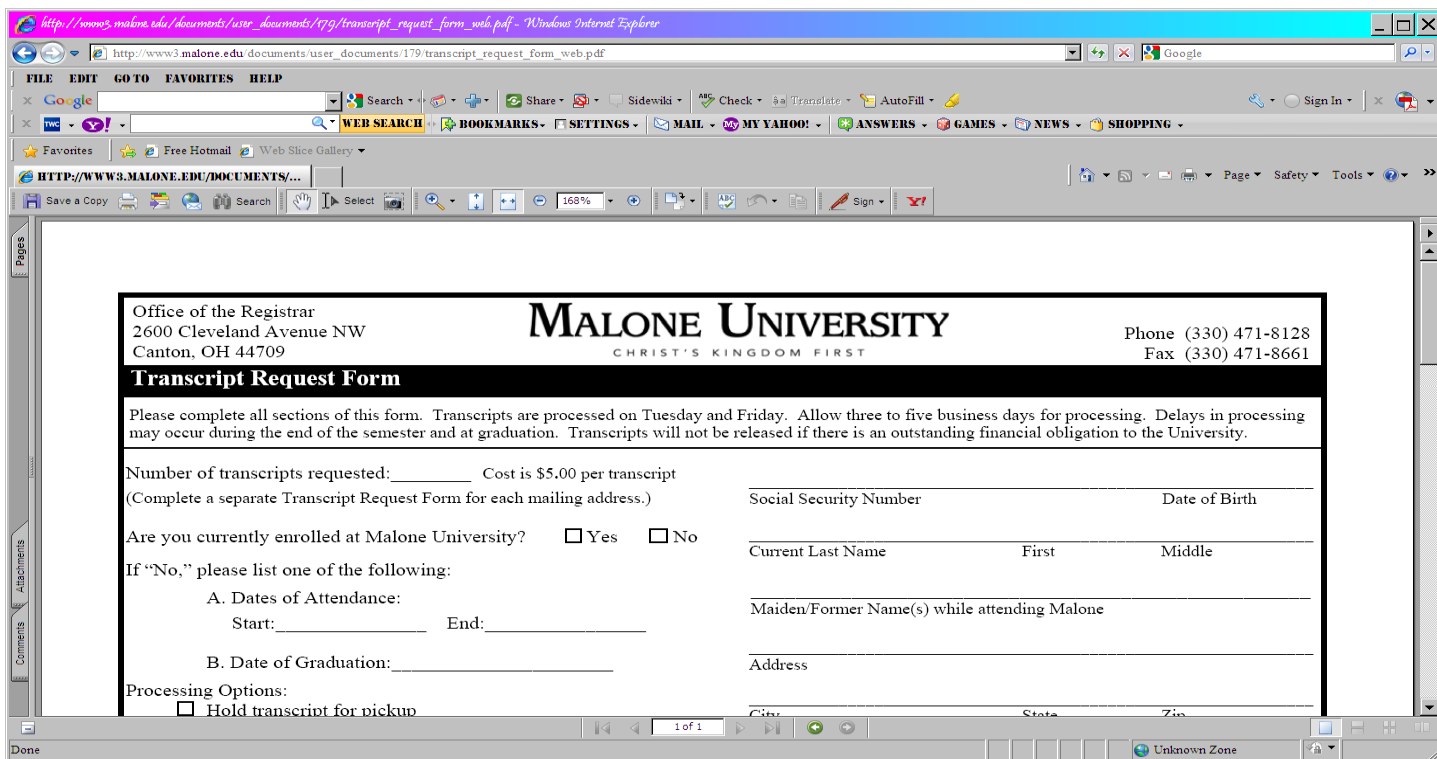
One of the following charges will apply with your request - payment should be included:

- \$5.00 per transcript
- \$5.00 additional fee charged for expedited, same day and/or authorized fax services
- \$20.00 additional fee charged for next day FedEx or similar

If sending a letter, include the following items on your request:

- Your present name and any previous name(s)
- Your social security number and date of birth
- Last year you attended Malone University (Formerly Malone College)
- Your address and day-time telephone number
- A complete address of where to send the transcript
- Include your signature authorizing the release
- Mail to: Malone University Office of the Registrar, 2600 Cleveland

1. Click on the Transcript Request Form link.



2. Print off transcript request form.
3. Return completed by faxing, mailing, or stopping in our office.

FAQ

1. What days do you process transcripts?
Tuesday and Friday
2. When do you need my request by?
By mid-afternoon of the previous day (no later than Monday or Thursday afternoon)
3. How much does a transcript cost?
\$5.00 per copy*
4. Can I get my transcript same-day?
Yes, for an additional flat rate same-day fee of \$5.00 plus the \$5.00 cost per transcript*
Example: You order 1 transcript same-day—total cost is \$10.00*
You order 2 transcripts same-day—total cost is \$15.00*
5. Can I overnight my transcript?
Yes, for an additional overnight fee of \$20.00 and \$5.00 transcript fee—total cost \$25.00*
6. What is your address and fax number?
ATTN: Office of the Registrar Fax Number: 330-471-8661
Malone University
2600 Cleveland Ave NW
Canton OH 44709

***Note: These are current rates and subject to change.**