Below are step-by-step instructions of how to download a PDF copy of your unofficial transcript.

1. Login to your [**OASIS Student Account**](https://oasis.oglethorpe.edu) with your Oglethorpe username and password.
2. Select “OASIS for Students”.
3. Select “New! Student Planning – View, Plan and Register”
4. You will be redirected to another page.
5. Click on “Student Planning” in the upper left-hand corner.
6. Select “Unofficial Transcript” from the drop-down menu.
7. Click on “Advising Unofficial Transcript”.
8. A PDF copy of your unofficial transcript will be downloaded to your computer.