

Accessing your transcript and course information in the UC Learning Center

- 1.) Log in to <http://learningcenter.ucsc.edu/> with your CruzID and gold password.
- 2.) Click on the blue “Manage My Registrations” button, see below:



- 3.) To view the activities that you have been given credit for completing, click on the “COMPLETED” option at the top of the page:



- 4.) If you have been completed more than 10 listed activities, you may need to expand the number of records that are showing.

If you scroll down, there may also be a page numbering system like this:



Note: In some cases, you may see both a “course” and a “class” listed in your upcoming or completed activities. Other learning activities that may appear include a “topic,” a “session,” or a “curriculum.” If the completion or end/start dates are the same, and if the name of the activities is the same or nearly identical, you are only being given credit for completing one activity. If only one activity type is listed, you are being given credit for completing the class or activity with that name.

For example, in the image below this learner is only registered for one Undocumented Students class:

<input type="checkbox"/>	Undocumented Students: At UCSC and Beyond ILT Class	REGISTERED	SC-O DEI-DICP-USAUCSCAB-2018.03.01	3/1/2018	3/1/2018
<input type="checkbox"/>	Undocumented Students: At UCSC and Beyond of Diversity and Inclusion Certificate Program (DICP) ILT Course	REGISTERED	SC-O DEI-DICP-USAUCSCAB		

5.) To view the activities that you are registered for, select the “CURRENT/UPCOMING” from the top of the same page.

6.) The activities that you are on the waiting list for can be seen by clicking on “WAITING LIST OR PENDING APPROVAL.”

UNIVERSITY OF CALIFORNIA Learning Center

TRAINING SCHEDULE

This is a list of all your pending activities, including activities for which you are on the waiting list and those pending approval.

CURRENT/UPCOMING
EXPRESSED INTEREST
PENDING SIGNATURES
COMPLETED
CANCELED
WAITING LIST OR PENDING APPROVAL

Displaying 4 of 4 Records 10 25 50 100

Export To Excel Print Cancel Registration View Calendar

☐	Activity Name	Status	Code	Region	Start Date	End Date
<input type="checkbox"/>	Disability in the Workplace ILT Course Certification	WAITING LIST	SC-TPS-DITW-ILT			
<input type="checkbox"/>	Disability in the Workplace ILT Class Certification	WAITING LIST	SC-TPS-DITW-2018.02.26		2/26/2018	2/26/2018