

Requesting a Transcript Online

Log into Self-Serve.

In the Student Records menu you should see a link "Request Official Printed Transcript." Selecting this link will take you to the online request form.

Enter the name of the institution or person to receive the transcript in the Issue to block. Please note that you are limited to 30 characters here. If you want to pick up your transcript in the Office of the Registrar, you should enter your name as the recipient and not include an address.

After you click the continue button, you will be able to enter the address of the institution or person to receive the transcript.

After you click the continue button, you will be able to select the number of copies of your transcript to be sent to this recipient. Please note if you want to send your transcript to multiple recipients, you must enter a separate request for each.

Use the drop down box in the Print Transcript to indicate if the transcript should be sent now or held for the semester grades or your degree posting.

Use the drop down box in the Delivery Method to indicate if the transcript should be mailed when it is processed or held for pick up in the Office of the Registrar.

After you click the continue button, you will be able to review the information you are about to submit. If the information is not correct, please use the back arrow to return and correct the information.

Once you have submitted your request, it should be processed within 2-3 business days.

You may review the status of your request, by selecting "View Status of Transcript Request" in the Students Record Menu of Self-Serve.