

How do I find my transcript?

Your transcripts are available in Self Service by going through The Hub.

More information on transcripts and requesting them can be found

at <https://www.southeast.edu/requestatranscript/>.

A cumulative GPA is also displayed at the bottom of unofficial transcripts.

Finding your Transcript

1. Log into The Hub and under My Bookmarks click on Self Service on the right hand side of the screen.



2. In Self Service, you can request official transcripts and check the status of the official transcript request by using the Self Service Transcript Requests tile (outlined in green below).

The screenshot shows the Southeast Community College Self-Service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Employment, Academics (highlighted in red), Student Planning, Register for Classes, Course Catalog, Grades, Enrollment Verifications, Transcript Requests (highlighted in green), Unofficial Transcript, Transfer Summary, and Test Summary. The main content area displays a grid of service tiles. The 'Transcript Requests' tile is highlighted with a green border and contains the text: 'Transcript Requests. Here you can view and request a transcript.' Other tiles include Student Finance, Financial Aid, Employee, Student Planning, Course Catalog, Grades, Enrollment Verifications, Advising, Faculty, and Retention Alert. The footer of the page reads: '© 2000-2022 Etuson Company L.P. and its affiliates. All rights reserved. Etuson'.

If you don't see the Transcript Request option, contact the Help Desk.

3. For an unofficial transcript; in the left-hand navigation options under Academics select “Unofficial Transcript” (highlighted in red below).

4. Select either Continuing Ed or Unofficial-Student Only Transcript.

***Please note based on your browser settings this will either open a pdf file in a new tab or download a pdf file to your downloads folder, at this point you can print or save.**

