



Senior to Sophomore Program

How to View Grades & Request Transcripts

VIEWING GRADES ONLINE:

1. Open your web browser and type the address: www.stcloudstate.edu/registrar.
2. Click on “**e-Services Sign In**”. Enter your 8 digit **SCSU ID** (this is not your SSN) and your **PIN**.
 - a. If you do not know your **SCSU ID**:
 1. Click on “**Lookup**” tab. Enter your Social Security Number (no spaces or hyphens) and your PIN.
 2. Click on “**Submit**”.
 3. Your SCSU ID will be displayed. Please record it for your reference.
 4. Click on “**Login**” tab.
 - b. If you do not know your **PIN**:
 1. Upon entering SCSU, your PIN is set to your birth date in year, month, day order (yymmdd).
 2. When you enter the system for the first time, you will be required to change your PIN to a new number known only to you. Please choose a number that does not begin or end with zero, is not your birth date and uses 6 numeric digits. Do not use repetitive (111111) or sequential numbers (123456). You will also be required to enter a hint question and answer.
 3. This new PIN will be needed when entering the system thereafter. Please contact the student registration Help Line, 320-308-3936 or click on the “Contact Us” link appearing at the top right corner of the web pages for assistance.
 4. Click on “**Login**” tab.
3. Enter your SCSU ID and your PIN and click on the “**Login Now**” button.
4. Click on the “**Grades and Transcripts**” link.
5. Select the **Year/Term** in which you wish to check your grades from the drop down menu and click on the **Continue** button.
6. If you wish to print your grade information, please refer to the print function associated with your web browser.



REQUESTING TRANSCRIPTS

A transcript is a chronological listing of a student's St. Cloud State University courses, grades, GPA, transfer credit totals and degree (s).

UNOFFICIAL TRANSCRIPTS

An unofficial transcript is obtained online by the student and does **not** include the signature of the Registrar or the school seal. If sending to a 3rd party, please verify if an unofficial transcript is acceptable for submission. A faxed transcript is considered unofficial.

You can view your unofficial transcript online by accessing: www.stcloudstate.edu/registrar

Click on **e-Services Sign-In**

- Enter your **SCSU ID** and **PIN** number (Click in the student ID box if you wish to have your name appear on any documents when printing). Click on "Login"
- Click on **Grades and Transcripts** (left column)
- Click on **Academic Record** (left column).
- Choose **Chronological** and click on "**Get Academic Record**". Your unofficial transcript will be displayed.

If you wish to print this information, please use the print feature associated with your web browser.

OFFICIAL TRANSCRIPTS

St. Cloud State University official transcripts bear the Registrar's signature and are printed on security paper. The University seal is printed on the transcript. Official transcripts are mailed in envelopes with the imprint "Official Transcript Enclosed". Requests for official transcripts are usually processed within two – three working days of receiving a correctly completed request.

To access Official Transcript ordering information and the official transcript request form online go to: www.stcloudstate.edu/registrar Click on "Transcripts" (left column)

Please note: If you currently have outstanding financial obligations to the University, your transcript request will be returned to you.

Further questions related to the transcript ordering process may be directed to the **Office of Records and Registration at 320-308-4293.**