

## HOW TO FIND YOUR TRANSCRIPT IN SSC

**Step 1:** Once you have successfully logged in to Self Service Carolina, click on the STUDENT button.

**Step 2:** Click on STUDENT RECORDS menu.

The screenshot shows the University of South Carolina Self Service Carolina interface. At the top left is the university logo and name. Below it, a welcome message reads "Welcome, Sandy McShark, to Self Service Carolina". A breadcrumb trail shows "Home > Student > Student Records". A red arrow points to the "Student" button in the navigation bar. Below the navigation bar is a grid of service tiles. A second red arrow points to the "Student Records" tile, which includes the text "View your holds, grades and transcripts".

UNIVERSITY OF SOUTH CAROLINA

Welcome, Sandy McShark, to Self Service Carolina

Home > Student > Student Records

Personal Information Student

**Admissions**  
Apply for admission to another campus, return to complete an application, or check your status.

**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades and transcripts

**South Carolina Residency Certification**  
Complete this process to certify that you are a legal resident of South Carolina. This determines your tuition fee assessment.

**Enrollment Deposits - Applies Only to Columbia Admitted Freshmen**  
Pay enrollment deposit to secure your spot in the freshman class.

**Housing Services**  
Apply for housing, view room assignments when available, and access other housing services.

**Orientation Services**  
To apply to attend Orientation Sessions.

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**Step 3:** Click on ACADEMIC TRANSCRIPT.

This close-up screenshot shows the "Student Records" menu expanded. A red arrow points to the "Academic Transcript" option, which is highlighted with a blue background. Below it is the "Class Schedule Search" option.

**Student Records**  
View your holds, grades and transcripts

**South Carolina Residency Certification**  
Complete this process to certify that you are a legal resident of South Carolina. This determines your tuition fee assessment.

- Academic Transcript
- Class Schedule Search

**Step 4:** Choose “Undergraduate” for transcript level and “Advising” for transcript type. Click SUBMIT.

## Academic Transcript Options

[Home](#) > [Student](#) > [Student Records](#) > **Academic Transcript**

Select the transcript level and transcript type.

**Transcript Level:** Undergraduate ▾

**Transcript Type:** Advising ▾

**Step 5:** Your unofficial academic transcript will appear. Print this screen and bring it with you to your advising appointment.

Transcript Data										
STUDENT INFORMATION										
<b>Name :</b>	Sandy McShark									
<b>Birth Date:</b>	July 4, 1992									
<b>Student Type:</b>	Continuing									
Curriculum Information										
<b>Current Program</b>										
<b>College:</b>	Univ of S Carolina Beaufort									
<b>Major:</b>	Human Services									
***Transcript type:ADVS is NOT Official ***										
Unofficial Transcript										
<b>Term: Fall 2010</b>										
<b>College:</b>	Univ of S Carolina Beaufort									
<b>Major:</b>	No Major									
<b>Student Type:</b>	New Freshman									
<b>Academic Standing:</b>	Good Standing									
<b>Additional Standing:</b>	Dean's List									
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
BBIO	120	USC Beaufort	UG	HUMAN BIOLOGY	A	3.000	12.00			
BBIO	120L	USC Beaufort	UG	HUMAN BIOLOGY LAB	B+	1.000	3.50			
BENG	101	USC Beaufort	UG	COMPOSITION	B	3.000	9.00			
BENG	101L	USC Beaufort	UG	INTNSIVE ENGLISH COMP LAB	B+	1.000	3.50			
BHRM	110	USC Beaufort	UG	INTRO-HOSPITALITY INDSTR	C+	3.000	7.50			
BSPC	140	USC Beaufort	UG	PUBLIC COMMUNICATION	A	3.000	12.00			
BUNV	101	USC Beaufort	UG	STUDENT IN UNIVERSITY	A	3.000	12.00			