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.

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Finding your Transcript

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

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
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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).

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

Southeast Community College
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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.

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