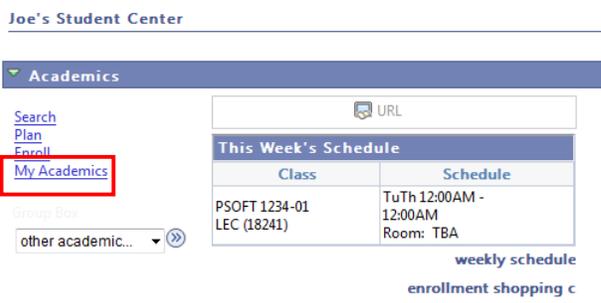
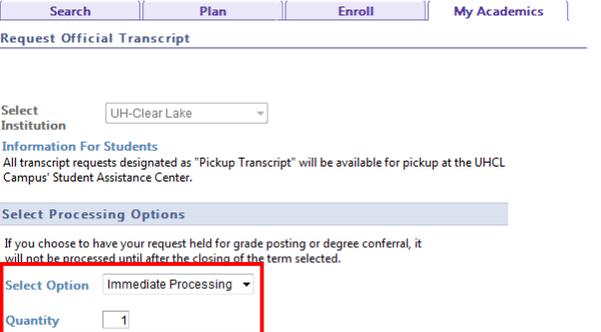


Requesting an Official Transcript

After logging into E-Services, you can use the Student Center to request an official transcript.

Steps	Illustrations				
<p>1. Under the Learner Services section, Click on Student Center</p>	 <p>The screenshot shows the 'Learner Services' header. Below it, the 'Student Center' link is highlighted with a red box. A tooltip text reads: 'Use the student center to manage school related activities.' Below this, there is a 'Campus Personal Information' section with the text 'Maintain your personal information and review holds and to dos'.</p>				
<p>2. Under the Academics section, click on the My Academics link.</p>	 <p>The screenshot shows 'Joe's Student Center' with a navigation bar. Under the 'Academics' section, the 'My Academics' link is highlighted with a red box. To the right, there is a 'This Week's Schedule' table:</p> <table border="1" data-bbox="1047 840 1404 955"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>PSOFT 1234-01 LEC (18241)</td> <td>TuTh 12:00AM - 12:00AM Room: TBA</td> </tr> </tbody> </table> <p>Below the table are links for 'weekly schedule' and 'enrollment shopping c'.</p>	Class	Schedule	PSOFT 1234-01 LEC (18241)	TuTh 12:00AM - 12:00AM Room: TBA
Class	Schedule				
PSOFT 1234-01 LEC (18241)	TuTh 12:00AM - 12:00AM Room: TBA				
<p>3. Click on Request official transcript link</p>	 <p>The screenshot shows a list of academic services. The 'Request official transcript' link is highlighted with a red box. Other links include 'View my advisement report', 'Create a what-if scenario', 'View my advisors', 'View my transfer credit report', 'View my course history', 'View my unofficial transcript', and 'Request enrollment verification'. On the right, there is a 'My Program' tree view showing the student's path: Institution - UH-Clear Lake, Career - Graduate, Program - School of Education GR, Major - Counseling MS, Career - Undergraduate, Program - School of Business UG, Major - General Business BS.</p>				
<p>4. Under Processing Options, select from Immediate Processing, Degree Confer Date, or Grade Posting. Enter Quantity. UHCL has a limit of 10 copies that can be requested at a time.</p>	 <p>The screenshot shows the 'Request Official Transcript' form. The 'Select Option' dropdown is set to 'Immediate Processing' and the 'Quantity' field contains '1'. Both are highlighted with a red box. The form also includes a dropdown for 'Select Institution' (UH-Clear Lake) and a note: 'All transcript requests designated as "Pickup Transcript" will be available for pickup at the UHCL Campus' Student Assistance Center.'</p>				

5. Under the **Enter Recipient Address Information**, select from the following:

Pickup Transcript: This option allows you to pickup your transcript from the Student Assistance Center.

Send Electronic Transcript: This allows you to request a transcript to be sent electronically if the receiving school has been set up as a trading partner. You are given a list of schools to select from.

Mail to Specific Address: This option allows you have your transcript mailed to another address.

Mail to My Address: This option allows you to have your transcript mailed to your address.

Enter Recipient Address Information

Pickup Transcript Pearland Students: Pickup transcripts at the UHCL campus.

Send Electronic transcript

Mail To Specific Address

Mail To My Address

Send To

Country: United States

Address: [Edit Address](#)

6. Click on Submit to complete the request.

SUBMIT

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