



## HOW TO REQUEST A TRANSCRIPT FROM SVCC

If you have taken dual enrollment classes at Southside Virginia Community College (SVCC) you must request a transcript from SVCC to be sent to the college you plan to attend. Your high school transcript only will show a high school credit for the dual enrollment (DE) class. Your SVCC college transcript will show you earned college credit for the DE Class. **It is your responsibility to request the transcript from SVCC to be mailed to the college you will attend in the fall.**

1. Go to [www.southside.edu](http://www.southside.edu)
2. Click on **“My SVCC”**
3. Click on **“Login to My SVCC”**
4. If you don't know your username and password, click on, **“Look up your username and set up your password.”** You will be asked for your name, birthday and social security number. You will be given a username and can set your password. If you have problems please see Mrs. Phaup here on Tuesday & Thursday or call SVCC at 736-2000 and ask for the **Help Desk**.
5. After you have successfully logged in you will see a list of links. Click on the second one, **“Student Information System”**.
6. The page that comes up will give you a variety of choices. Click on **“Request an Official Transcript”**. (You can also look up your credits and grades by using other links here.
7. On the page for requesting transcripts, under **“Select Processing Options”**, either request immediate processing” to send to colleges now, (be sure you don't do this before you have sent your application to each college), or scroll to **“Grade Posting”** if you want to wait until the end of the first semester or the end of the school year. You will need to send a final transcript to the college you decide to attend and will use this at the end of the year.
8. Next, under **“Enter Recipient Address Information”**, check **“Send to My Address”** if you want a copy sent to your home, the click **“Edit Address”** and fill in your address and then **“OK”** will return you to this link again. Type in the college name, then **“Edit Address”** again, and type in the address for the college, then **“OK”**, and continue for each college to whom you want a transcript sent. There is no charge for SVCC transcripts.
9. Be sure to log out when you are finished.
10. If all else fails, see Mrs. Phaup. She is only here on Tuesday & Thursday. **Please don't wait until the last minute to request your transcript.**