



## To View your Unofficial Transcript in Self Service

1. Open Banner Self-Service
  - a. Login to the myCampus portal (<http://mycampus.astate.edu>) and click on the SSB icon
  - b. Access Self-Service directly at <http://ssb.astate.edu>
2. Select Student from the Main Menu or click on Student tab.

3. Select Student Records.

4. Select Academic Transcript.

5. Select the academic level and click 'Submit'

**NOTE:** Transfer credits will show up on your transcript as how they transferred to Arkansas State University.

Courses transferred with equivalency will show the A-State equivalent course prefix/number/title. Other transferred courses can be:

**GENL 1xxx-4xxx:** These courses transferred as general elective credit. Reevaluation for equivalency can be requested.

**NE 1xxx-4xxx:** These courses transferred as general elective credit with no equivalency. Reevaluation can NOT be requested.

**NOCR 1xxx:** These courses did not transfer and no credit was accepted.