
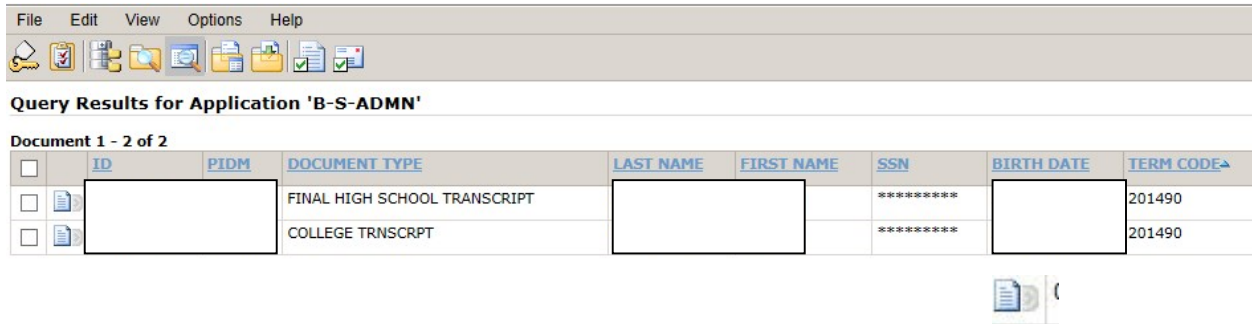


Instructions for Viewing Transcripts and Transfer Credits

To View a Student's High School of College transcript

Step 1: In INB, on the SFAREGS form enter the term and the student's ID. Click on the BDM – Display Document icon on your ribbon menu. 

Step 2: Another window will open to provide you with a list of all transcripts that have been electronically scanned for the student.



Query Results for Application 'B-S-ADMN'

Document 1 - 2 of 2

ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE
		FINAL HIGH SCHOOL TRANSCRIPT			*****		201490
		COLLEGE TRNSCRPT			*****		201490

Step 3: Click on the Open Document icon for the transcript you would like to view.

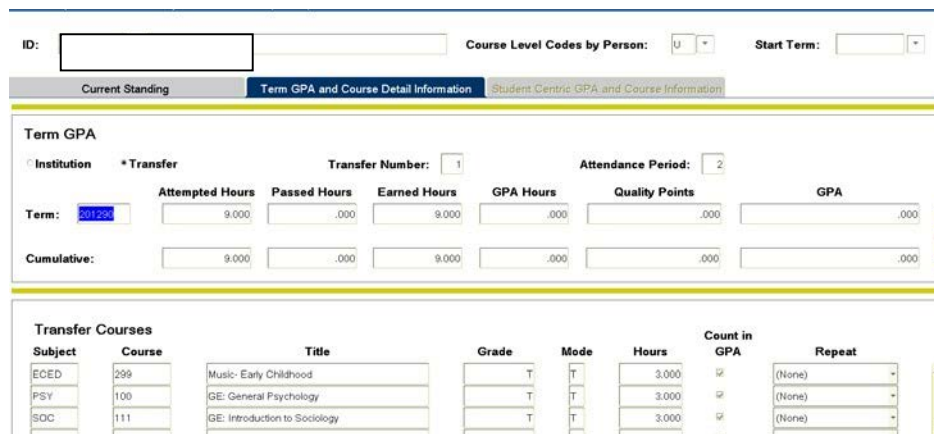
Step 4: The student's transcript will open.

To View a Student's Transfer Credit

Once the evaluation is completed, transfer credits are moved to a student's ESU transcript. You can view transfer credits in INB on the SHATERM form. Transfer credits cannot be accessed via the myESU portal (SSB) on a student's transcript or in DegreeWorks until the student is registered for the semester.

Step 1: From the SHATERM form enter the student's ID and Course Level (U for Undergraduate). Leave the Start Term field blank. Click on the Next Block icon.

Step 2: Select the Term GPA and Course Detail Information tab. You will need to use the vertical scroll bar in the Term GPA block to view courses in different terms.



ID: Course Level Codes by Person: U Start Term:

Current Standing | **Term GPA and Course Detail Information** | Student Centric GPA and Course Information

Term GPA

Institution *Transfer Transfer Number: 1 Attendance Period: 2

Term	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
301200	9.000	.000	9.000	.000	.000	.000
Cumulative:	9.000	.000	9.000	.000	.000	.000

Transfer Courses

Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
ECED	299	Music: Early Childhood	T	T	3.000	☑	(None)
PSY	100	GE: General Psychology	T	T	3.000	☑	(None)
SOC	111	GE: Introduction to Sociology	T	T	3.000	☑	(None)

To obtain a copy of the student's Transfer Credit Evaluation (TCE) worksheet, please contact the Transfer Center.

- Candice Pellegrino, cpellegr3@esu.edu or 570-422-2839
- Steven Ives, sives@esu.edu or 570-422-2808
- Clotilde Fitzsimmons, clotilde@esu.edu or 570-422-2823