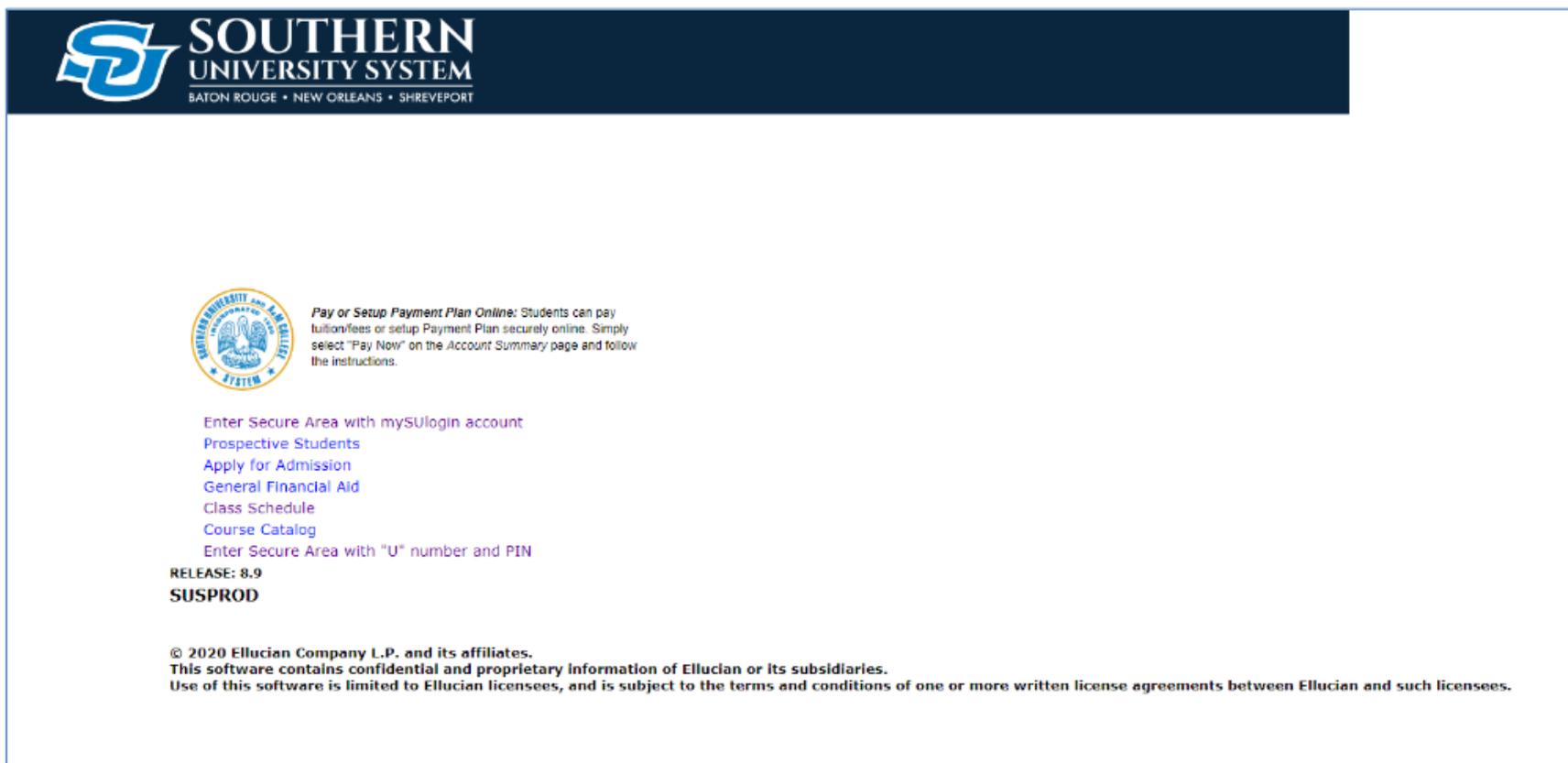




## VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

### Prepare for your Advising Appointment

- I. Email a copy of your unofficial transcript
  - Unofficial transcripts are available via Banner Web Services (Self-Service Banner).
  - Sign into your Banner account with your User ID (“U” number) and PIN



The screenshot shows the Banner Web Services portal for the Southern University System. At the top, there is a dark blue header with the Southern University System logo and the text "SOUTHERN UNIVERSITY SYSTEM" and "BATON ROUGE • NEW ORLEANS • SHREVEPORT". Below the header, the main content area is white. On the left, there is a circular logo for the Southern University System. To the right of the logo, there is a section titled "Pay or Setup Payment Plan Online" with a brief description. Below this, there are several links: "Enter Secure Area with mySUlogin account", "Prospective Students", "Apply for Admission", "General Financial Aid", "Class Schedule", "Course Catalog", and "Enter Secure Area with 'U' number and PIN". At the bottom left, there is a "RELEASE: 8.9" and "SUSPROD" label. At the bottom right, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian or its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees."



## VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

II.

Click on Student

The screenshot shows the Southern University Self-Service System interface. At the top is a dark blue header with the Southern University System logo and the text "SOUTHERN UNIVERSITY SYSTEM" and "BATON ROUGE • NEW ORLEANS • SHREVEPORT". Below the header is a navigation bar with three tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is selected. Below the navigation bar is a search bar with a "Search" label, an input field, and a "Go" button. Below the search bar is a "Main Menu" section. A yellow horizontal line separates the main menu from the content below. The content includes a welcome message: "Welcome, [redacted] to the Southern University Self-Service System! Last web access on Aug 03, 2020 at 04:49 pm". Below the welcome message are four menu items: "Personal Information" (Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.), "Student" (Apply for Admission, Register, View your academic records, View Account, Pay Your Bill.), "Financial Aid" (Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.), and "SU MOODLE Consolidated Environment" (Web-based server software platform that offers academic course enhancement, management and communications.). Below the menu items is a footer section with the text "RELEASE: 8.9" and "SUSPROD". At the bottom of the page is the copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."



### VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

III. Click on Student Records.

A screenshot of the Southern University System website. The top navigation bar is dark blue with the Southern University System logo and name. Below the navigation bar, there are three tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is selected. Below the tabs, there is a search bar with a "Go" button. The main content area is titled "Student" and contains a list of links: "Admissions", "Registration", "Student Records", and "Student Accounts". The "Student Records" link is highlighted in purple. Below the links, there is a section titled "RELEASE: 8.9" and "SUSPROD". At the bottom, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."



## VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

- IV. Click on **View** Academic Transcript.
- V. Click **Submit**

A screenshot of the SUNO Student Academic Transcript Options page. The page has a dark blue header with the Southern University System logo and name. Below the header, there are three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected. Below the tabs, there is a search bar with a 'Go' button. The main content area is titled 'Academic Transcript Options' and contains a message: 'Select the transcript level and transcript type.' Below this message, there are two dropdown menus: 'Transcript Level' set to 'All Levels' and 'Transcript Type' set to 'Web Transcript'. A 'Submit' button is located below the dropdowns. At the bottom right of the page, there is a link that says '[ View Holds ]'. At the bottom left, there is text that reads 'RELEASE: 8.7.1 SUSPROD' and '© 2020 Ellucian Company L.P. and its affiliates.'

**Save** a copy of your unofficial transcript to your computer or mobile device.

Right click and Select Print

- VI. ii. Click Destination Dropdown
- VII. iii. Select Save as PDF



**VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS**

8/4/2020 Academic Transcript

**Academic Transcript**

ⓘ This is not an official transcript. Courses which are in progress may also be included on this transcript.

Transfer Credit Institution Credit Transcript Totals

**Transcript Data**

**STUDENT INFORMATION**

**Curriculum Information**

**PROGRAM**  
Certification Program  
Major: Emergency Medical Tech-Basic

\*\*\* Transcript type: Web Transcript is NOT Official \*\*\*

**AWARDED**

Awarded: Certification Program Degree Date: May 26, 2020

**Curriculum Information**

**PRIMARY COURSE**

Institution	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
	21,000	21,000	21,000	21,000	63,000	3.000

**TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-**

8/20/2019 - CUP EXAMINATION

Subject	Course	Title	Grade	Credit Hours	Quality Points
ENGL	1102	Freshman English I	CR	3,000	0,000
ENGL	1102	Freshman English II	CR	3,000	0,000

**Current Term:**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
6,000	6,000	6,000	6,000	0,000	0,000

Unofficial Transcript

**INSTITUTION CREDIT -Top-**

Term: SUNLA - 2019 Summer I

Major: General Studies

**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
MATH	1255	SO	Pre-Calculus Algebra	C	3,000	6,000

**Term Totals (SUNLA-Undergraduate)**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
3,000	3,000	3,000	3,000	6,000	2,000	
<b>Cumulative:</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>6,000</b>	<b>2,000</b>

Unofficial Transcript

Term: SUNLA - 2020 Spring

Major: Emergency Medical Tech-Basic

**Academic Standing:** Good Standing

**Additional Standing:** Honor Roll

**Last Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
EMTS	230C	SO	Emergency Medical Technician	B	9,000	27,000
EMTS	230C	SO	Emergency Medical Technician	B	12,000	36,000

**Term Totals (SUNLA-Undergraduate)**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
21,000	21,000	21,000	21,000	63,000	3,000	
<b>Cumulative:</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>24,000</b>	<b>69,000</b>	<b>2,875</b>

Unofficial Transcript

[https://sucsprodssb.sus.edu/banner@bbbtwskotm\\_P\\_View/Tran](https://sucsprodssb.sus.edu/banner@bbbtwskotm_P_View/Tran)

Print 1 sheet of paper

Destination: HP Officejet Pro 6830 [D1EA1B]

Pages: Save as PDF

Copies: 1

Layout: Portrait

Color: Black and white

More settings

Print Cancel



**VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS**

B/4/2020
Academic Transcript

**Academic Transcript**

This is not an official transcript. Courses which are in progress may also be included in this transcript.

[Transfer Credit](#) [Institution Credit](#) [Transcript Table](#)

**Transcript Data**  
**STUDENT INFORMATION**  
**Curriculum Information**  
**MAJOR:** Emergency Medical Tech-Basic  
\*\*\* Transcript type/Ask Transcript is NOT Official \*\*\*

**AWARDS**  
**Award(s):** Certification Program **Degree Date:** May 18, 2020  
**Curriculum Information**

**PRIMARY DEGREE**  
**Program:** Emergency Medical Tech-Basic  
**Major:** Emergency Medical Tech-Basic

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
21,000	21,000	21,000	21,000	63,000	3.000

**TRANSFER CREDIT ACCEPTED BY INSTITUTION**

Subject	Course	Title	Grade	Credit Hours	Quality Points
DWA	1025	Prevention English I	CR	3.000	6.000
DWL	1112	Prevention English II	CR	3.000	6.000

**Current Totals:** Attempt Hours: 6,000 | Passed Hours: 6,000 | Earned Hours: 6,000 | GPA Hours: 6,000 | Quality Points: 6,000 | GPA: 3.000

**INSTITUTION CREDIT**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
HEB	1200	BA	Two Courses Systems	C	3.000	6.000

**Current Totals (SUNO Undergraduate):** Attempt Hours: 3,000 | Passed Hours: 3,000 | Earned Hours: 3,000 | GPA Hours: 3,000 | Quality Points: 3,000 | GPA: 3.000  
**Cumulative:** Attempt Hours: 9,000 | Passed Hours: 9,000 | Earned Hours: 9,000 | GPA Hours: 9,000 | Quality Points: 9,000 | GPA: 3.000

**EMT-Basic**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
DTE	2002	BA	Emergency Medical Technician	B	6.000	27.000
DTE	2012	BA	Emergency Medical Technician	B	12.000	36.000

**Current Totals (SUNO Undergraduate):** Attempt Hours: 21,000 | Passed Hours: 21,000 | Earned Hours: 21,000 | GPA Hours: 21,000 | Quality Points: 63,000 | GPA: 3.000  
**Cumulative:** Attempt Hours: 44,000 | Passed Hours: 44,000 | Earned Hours: 44,000 | GPA Hours: 44,000 | Quality Points: 132,000 | GPA: 3.000

SOURCE TRANSCRIPT  
[https://accprodsub.su2.edu/banner/bsb/bwskoten\\_P\\_ViewTran](https://accprodsub.su2.edu/banner/bsb/bwskoten_P_ViewTran)

Print 2 pages

Destination Save as PDF

Pages All

Layout Portrait

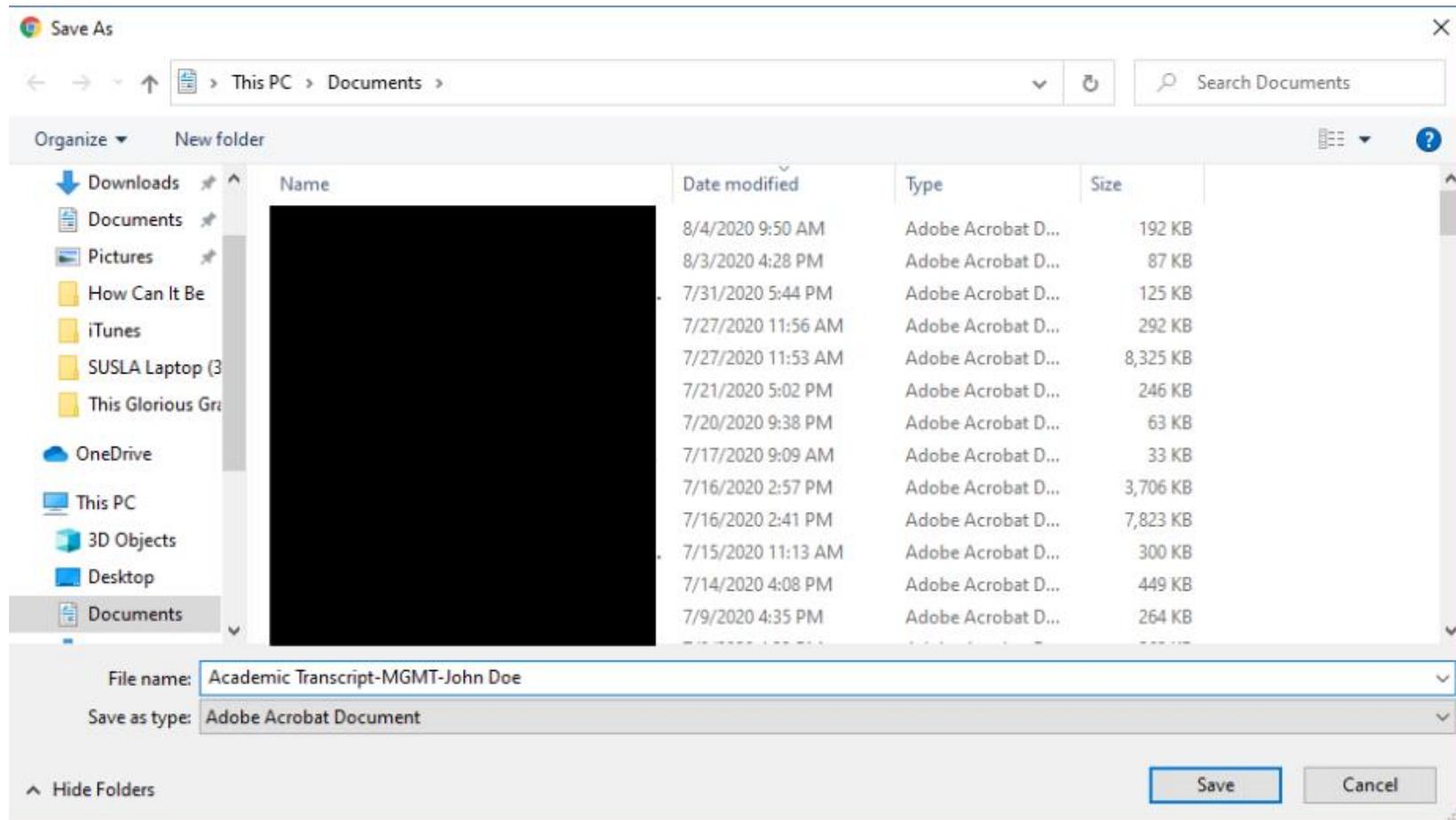
More settings v

Save Cancel



## VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

Name File in the following format –“Academic Transcript –Your Major Code –Your Name” (i.e., Academic Transcript-MGMT-John Doe)





## **VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS**

Provide a copy of your academic transcript to your academic (major) advisor

1. Sign into your SUNO email account
2. Click New Mail
3. Copy your academic advisor's email from the Find Your Advisor list
4. Paste the email address in the TO: field
5. Type **Academic Transcript –Your Major Code –Your Name** in the **SUBJECT:** field
6. Click Insert
7. Select Attachments
8. Select your transcript (File Name: Academic Transcript –Your Major Code –Your Name)
9. In the message box, type "Please view the attached for my academic advising session."
10. Click Send