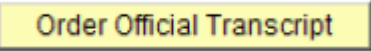


REQUEST OFFICIAL TRANSCRIPT

1. Log on to the Campus Connection Portal

In the menu at the left:

2. Click Self Service
3. Click Academic Records
4. Click Official Transcript Request
5. Select Valley City State University
6. Click 
7. Click Order or Track a Transcript
8. Complete the 5 step request process

Cost per transcript is \$5.00, unless special order options are chosen

VIEW/PRINT UNOFFICIAL TRANSCRIPT

1. Log on to the Campus Connection Portal
2. Click Student Center

Under Academics:

3. Click My Academics
4. Click View my unofficial transcript
5. Select Institution – Valley City State University
6. Select Report Type:

Unofficial PDF Transfer Details – Shows transfer course details

Unofficial PDF Transfer Summary – Shows transfer credit totals

7. Review the Information For Students box that appears
8. Click  button

**** This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place ****

9. Click PDF Print Icon 