



GRADES

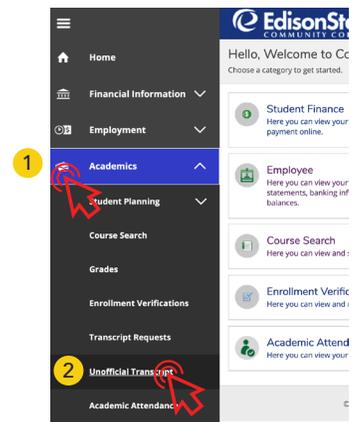
Grades for your current class(es) are available to you electronically through Blackboard. Final grades are available to you electronically through MyESCC by selecting "Grades."

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts are utilized for scholarship applications, portfolios, and general records. Log into MyESCC to view your unofficial transcript by selecting the "Academics" graduation cap icon and then "Unofficial Transcript." This encompasses all previous grades and includes your cumulative GPA. Unofficial transcripts can be printed or saved as a PDF to be sent electronically.

OFFICIAL TRANSCRIPTS

Official transcripts are issued to universities, employers, and volunteer organizations to verify your academic record. You can request transcripts online through MyESCC OR the National Student Clearinghouse. Standard Processing time: May take 2-7 business days.

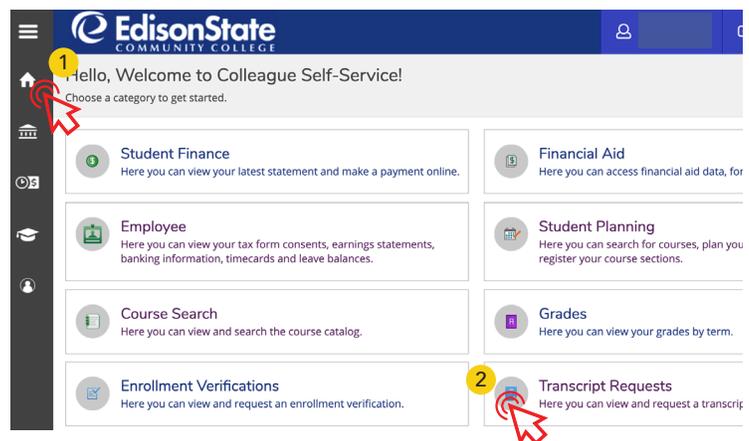


MyESCC

Using this portal is a quick and convenient method to access your transcripts. You'll be required to provide Edison State username and password information. There is no fee charged for standard processing. A \$10 fee is charged per transcript for rush processing. Contact the Registrar regarding rush processing options at registration@edisonohio.edu.

1. Log into MyESCC
2. Select the "Home" icon on the left
3. Select "Transcript Requests"
4. Select "Add New Request" and complete all "Recipient" information.
5. Select "Proceed to Payment" although there is no fee.

TIP: If you would like to have your transcript held until current grades are posted, or until your degree has posted, please indicate in "Special Handling" menu option. Otherwise, all transcripts will be processed during the next cycle after which they were received.



National Student Clearinghouse

The National Student Clearinghouse will require you to provide various pieces of information to verify your identity and locate your student records. All requests through the National Student Clearinghouse will have a \$2.50 fee and must be paid via credit card.

1. Visit www.studentclearinghouse.org to place your request(s).
2. Select Order-Track-Verify

