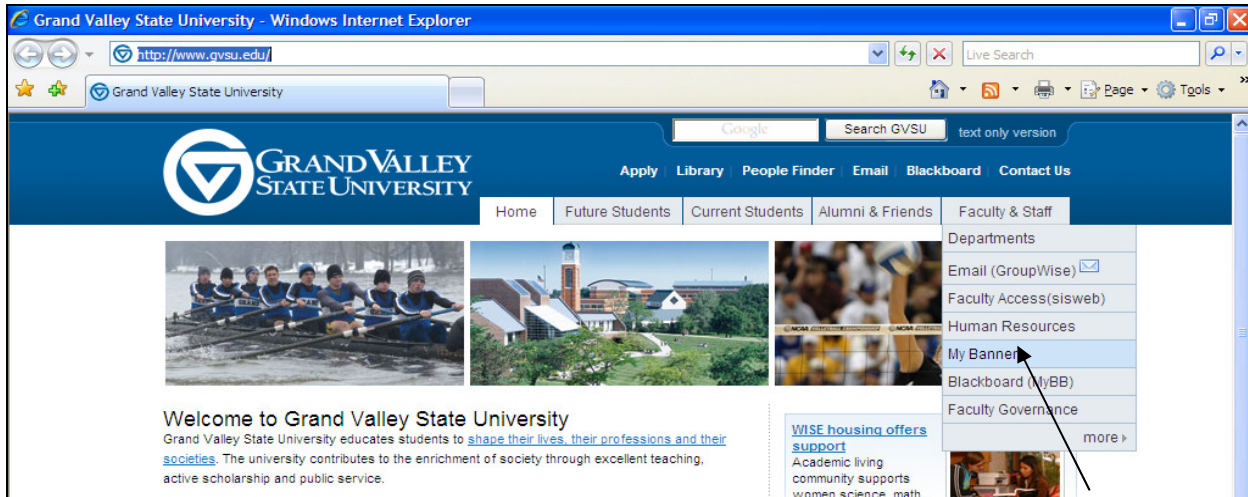


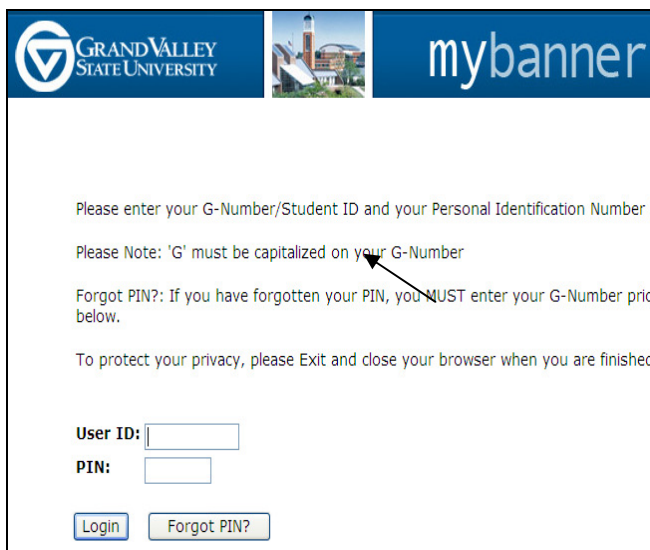
Student SSB Academic Transcripts Job Aid

Follow these steps to view Academic Transcripts in Student Self Service Banner (SSB):

1. **Open** Internet Explorer
2. If your home page does not default to the GVSU home page, go to the following address at the top of the screen: <http://www.gvsu.edu> – the following page will display:



3. Click on the **Faculty & Staff** tab, run your cursor down the menu and click the **My Banner** option and the following screen is displayed (left):



4. Click on the **Banner Self Service** option and the login screen is presented.
5. Type your **User ID** (G-number) and **PIN** and click the **Login** button.

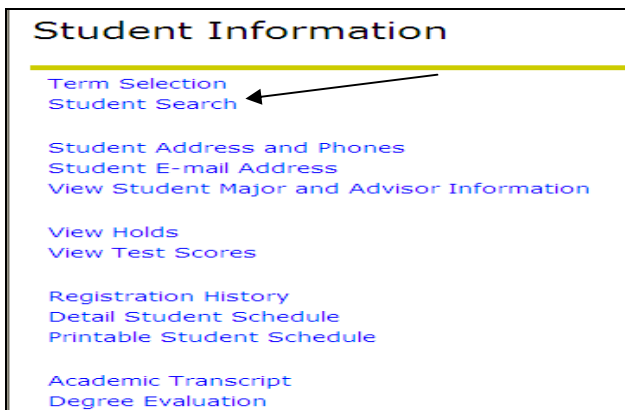
User ID: 9 digit number preceded by **G** for all persons on file in Banner

PIN: 6 digit number; changed by user upon initial SSB system access

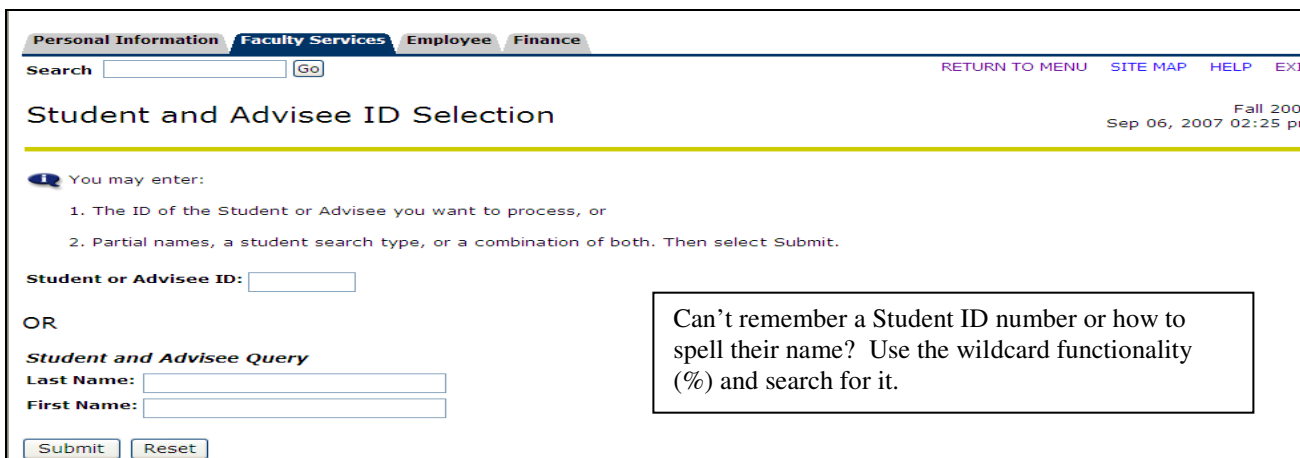
6. Click the **Faculty & Advisors** menu option (or the **Faulty Services** tab) as displayed below left, to display the **Faculty and Advisors** menu (below right):



7. Click on the **View Student Records** menu option (above right) and the **Student Search** menu option (below left) to find the student for which a transcript will be requested. SSB Banner automatically returns the **Select Term** menu (below right).if a term has not already been selected earlier in the session.




8. Select a term from the drop down menu, click the **Submit** button and SSB automatically returns the **Student and Advisee ID Selection** menu as demonstrated below.



9. Type the **Student** or **Advisee** number (G-number) in the search box if known, **OR** perform a search using **Last Name** or **First Name** and click the **Submit** button.

Student Verification Sep

 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Jane Doe Student is the name of the student or advisee that you selected.

10. SSB Banner returns the **Student Verification** screen to confirm student selection; click the **Submit** button if the proper student has been identified (above) and the **Student Records** menu is returned (below left).

Student Information

[Term Selection](#)
[Student Search](#)

[Student Address and Phones](#)
[Student E-mail Address](#)
[View Student Major and Advisor Information](#)


[View Holds](#)
[View Test Scores](#)

[Registration History](#)
[Detail Student Schedule](#)
[Printable Student Schedule](#)

[Academic Transcript](#)
[Degree Evaluation](#)

Personal Information
Faculty Services
Employee

Search

 Select the transcript level and transcript type.


Transcript Level:

Transcript Type:

RELEASE: 7.2

11. Select **Transcript Level** (defaults to **All Levels**) and **Transcript Type** (only option is **Advising**) from the drop-down menus and **click** the **Display Transcript** button to view transcript information as displayed in the sample below.

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](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Curriculum Information

Bachelor of Arts	
College:	Col of Lib Arts and Sciences
Major:	Psychology
Major Concentration:	Special Education
Minor:	Elem Dist-Psych Spec Ed

The top of the online transcript shows current program, awarded degrees, major, minor and concentration information. **Scroll** down the report to view each section or **click** on each **section link** to jump to the desired section of the transcript.

TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-

SUM05: Advanced Placement College Brd

Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
SS	100.1	General Credit	TCR	3.000		0.00	
Current Term:				3.000	3.000	3.000	0.000
				0.000	0.00	0.000	

Unofficial Transcript

Transfer grades are preceded by a "T" and are not included in overall GPA.

INSTITUTION CREDIT -Top-

Fall 2005

College: Col of Lib Arts and Sciences
 Major: Psychology
 Student Type: Incoming Freshman/FTIAC
 Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
CHM	102	U	Chemistry And Society	B-	3.000	8.10	
HST	101	U	World Civilizations	B-	3.000	8.10	
MTH	110	U	Algebra	A-	4.000	14.80	
WRT	150	U	Strategies In Writing	B-	4.000	10.80	

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	14.000	14.000	14.000	14.000	41.80	2.986
Cumulative:	14.000	14.000	14.000	14.000	41.80	2.986

Institution Credit section includes courses taken at Grand Valley.

Winter 2007

College: Col of Lib Arts and Sciences
 Major: Psychology
 Student Type: Continuing
 Academic Standing: Good Standing
 Additional Standing: Dean's List
 Last Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ED	225	U	Diversity In Education	A	3.000	12.00	
MTH	222	U	Math For Elem Tchrs 2	A	3.000	12.00	
PSY	302	U	Psych Of Adjustment	A	3.000	12.00	
PSY	304	U	Psy & Ed Of Except Child	B	3.000	9.00	
SPA	102	U	Elementary Spanish 2	B	4.000	12.00	

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	16.000	16.000	16.000	16.000	57.00	3.563
Cumulative:	63.000	63.000	63.000	63.000	205.80	3.267

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	63.000	63.000	63.000	63.000	205.80	3.267
Total Transfer:	3.000	3.000	3.000	0.000	0.00	0.000
Overall:	66.000	66.000	66.000	63.000	205.80	3.267

Unofficial Transcript

Overall Attempted Hours include transfer attempted hours. Passed Hours and Earned Hours will always be the same at GVSU.

COURSES IN PROGRESS -Top-

Fall 2007

College: Col of Lib Arts and Sciences
 Major: Psychology
 Student Type: Continuing

Subject	Course	Level	Title	Credit Hours
ENG	308	U	Teaching Reading: The Necessary Skills	4.000
PSY	310	U	Behavior Modification	3.000
PSY	325	U	Educational Psychology	3.000
PSY	365	U	Cognition	3.000
SPA	201	U	Intermediate Spanish I	4.000

Winter 2008

College: Col of Lib Arts and Sciences
 Major: Psychology
 Student Type: Continuing

Subject	Course	Level	Title	Credit Hours
ANT	315	U	Comparative Religions	3.000
ART	331	U	Art in Special Education	4.000
CLA	315	U	Ancient Religion	3.000
PSY	324	U	Developmental Psychopathology	3.000
PSY	326	U	Mental Retardation	3.000

Unofficial Transcript