VIRTUAL REGISTRATION PROCESS

II. Prepare for your Advising Appointment

1. Email a copy of your unofficial transcript

    1. Unofficial transcripts are available via Banner Web Services (Self-Service Banner).
        i. Sign into your Banner account with your User ID ("U" number) and PIN

Pay or Setup Payment Plan Online: Students can pay tuition/fees or setup Payment Plan securely online. Simply select "Pay Now" on the *Account Summary* page and follow the instructions.

Enter Secure Area with mySUlogin account
Prospective Students
Apply for Admission
General Financial Aid
Class Schedule
Course Catalog
Enter Secure Area with "U" number and PIN
RELEASE: 8.9
SUSPROD

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    ii. Click on *Student.*

Search [   ] [Go]

Main Menu

Welcome, ██████████ to the Southern University Self-Service System! Last web access on Aug 03, 2020 at 04:49 pm

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.

SU MOODLE Consolidated Environment
Web-based server software platform that offers academic course enhancement, management and communications.

RELEASE: 8.9
SUSPROD

iii.   Click on *Student Records*.

SOUTHERN UNIVERSITY SYSTEM
BATON ROUGE • NEW ORLEANS • SHREVEPORT

Personal Information | **Student** | **Financial Aid**

Search [_____] [Go]

Student

Admissions
Apply for Admission or Review Existing Applications

Registration
Check your registration status, class schedule. You can only add or drop classes when registration is available.

Student Records
View your holds, grades, and transcripts

Student Accounts
Complete Registration Process, Pay Fees, Review Account Balances, and Form 1098T

RELEASE: 8.9

SUSPROD

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    iv.   Click on View *Academic Transcript*.

    v.   Click *Submit*

Personal Information | **Student** | **Financial Aid**

Search [ ] Go

Academic Transcript Options

💬 Select the transcript level and transcript type.

Transcript Level: All Levels ▾
Transcript Type: Web Transcript ▾

Submit

[View Holds]

RELEASE: 8.7.1
SUSPROD

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2. Save a copy of your unofficial transcript to your computer or mobile device.
    i.   Right click and Select *Print*
    ii. Click *Destination* Dropdown
    iii. Select *Save as PDF*

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 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
Institution:	21.000	21.000	21.000	21.000	63.000	3.000

TRANSFER CREDIT ACCEPTED BY INSTITUTION   -Top-

Summer 2019: CLEP EXAMINATION

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
ENGL	110S	Freshman English I	CR	3.000	0.000	
ENGL	111S	Freshman English II	CR	3.000	0.000	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	0.000	0.000	0.000

Unofficial Transcript

INSTITUTION CREDIT   -Top-

Term: SUSLA - 2019 Summer 1
Major: General Studies
Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
MATH	135S	SU	Pre-Calculus Algebra	C	3.000	6.000	

Term Totals (SUSLA-Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	6.000	2.000
Cumulative:	3.000	3.000	3.000	3.000	6.000	2.000

Unofficial Transcript

Term: SUSLA - 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	R
EMTB	200S	SU	Emergency Medical Technician	B	9.000	27.000	
EMTB	201S	SU	Emergency Medical Technician	B	12.000	36.000	

Term Totals (SUSLA-Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	21.000	21.000	21.000	21.000	63.000	3.000
Cumulative:	24.000	24.000	24.000	24.000	69.000	2.875

Unofficial Transcript

Print   1 sheet of paper

Destination   HP Officejet Pro 6830 ▼

          HP Officejet Pro 6830 [D1EA1B]
          Save as PDF
Pages   Save to Google Drive
          See more...

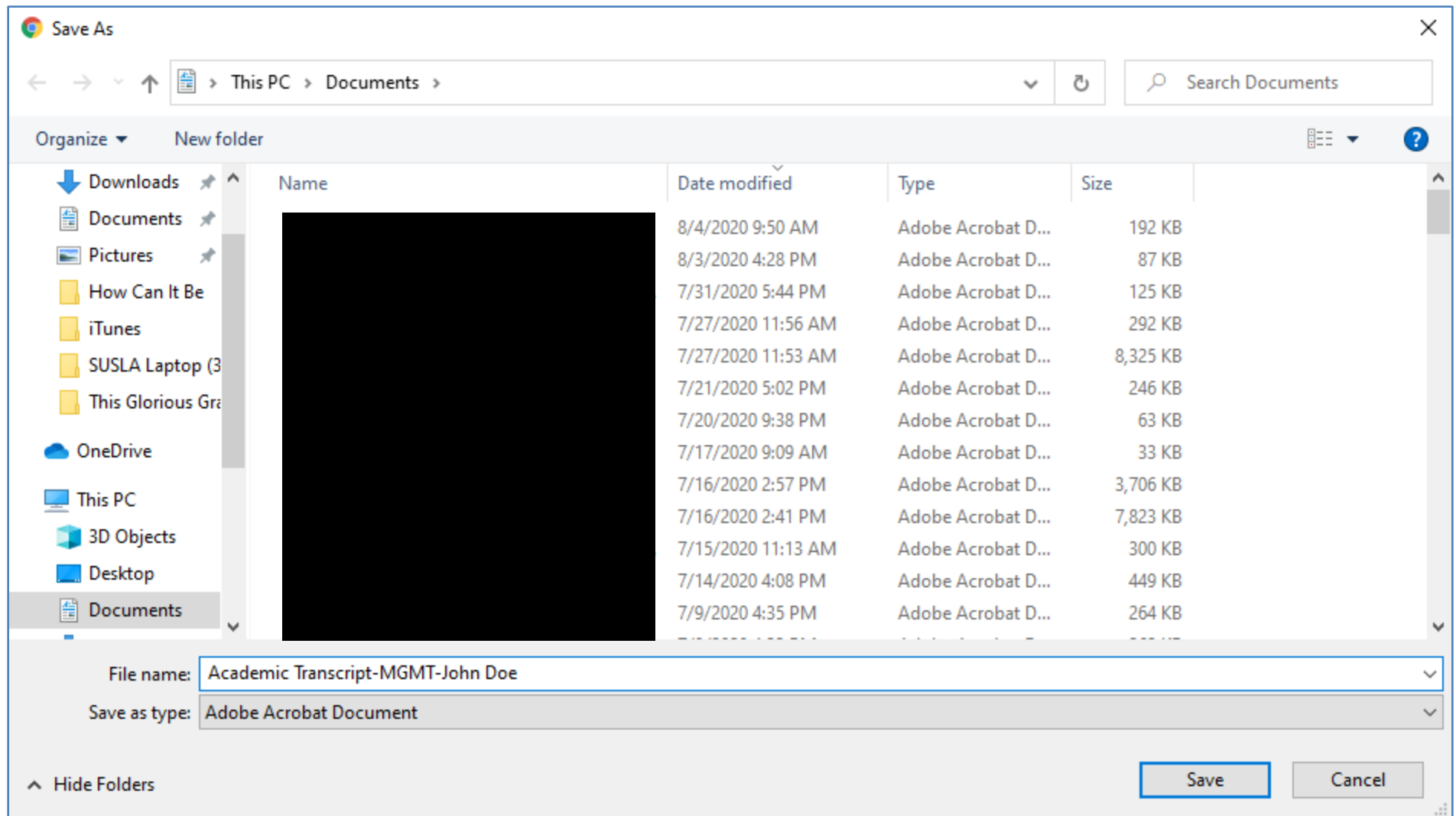Copies   1

Layout   Portrait ▼

Color   Black and white ▼

More settings   ⌄

Print   Cancel

iv.   Click **Save**

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 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
Institution:	21.000	21.000	21.000	21.000	63.000	3.000

TRANSFER CREDIT ACCEPTED BY INSTITUTION   -Top-
Summer 2019: CLEP EXAMINATION

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
ENGL	1105	Freshman English I	CR	3.000	0.000	
ENGL	1115	Freshman English II	CR	3.000	0.000	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	0.000	0.000	0.000

Unofficial Transcript

INSTITUTION CREDIT   -Top-
Term: SUSLA - 2019 Summer 1
Major: General Studies
Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
MATH	1355	SU	Pre-Calculus Algebra	C	3.000	6.000	

Term Totals (SUSLA-Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	6.000	2.000
Cumulative:	3.000	3.000	3.000	3.000	6.000	2.000

Unofficial Transcript

Term: SUSLA - 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	R
EMTB	2005	SU	Emergency Medical Technician	B	9.000	27.000	
EMTB	2015	SU	Emergency Medical Technician	B	12.000	36.000	

Term Totals (SUSLA-Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	21.000	21.000	21.000	21.000	63.000	3.000
Cumulative:	24.000	24.000	24.000	24.000	69.000	2.875

Unofficial Transcript

https://sucsprodssb.sus.edu/banner8ssb/bwskotrn.P_ViewTran   1/2

Print   2 pages

Destination   Save as PDF

Pages   All

Layout   Portrait

More settings

Save   Cancel

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

2. Provide a copy of your academic transcript to your academic (major) advisor
   1. Sign into your SUSLA 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***

3. Access your academic degree plan
   a. Visit www.susla.edu
   b. Click Academic Affairs and Workforce Development
   c. Click Academic Degree Plans
   d. Select the Division for your Major
   e. Click the Degree Plan for your Major
   f. Download the degree plan to your computer or mobile device
   g. Cross reference the degree plan with your academic transcript to determine which classes are needed to complete degree requirements