




VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

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

SOUTHERN UNIVERSITY SYSTEM
BATON ROUGE • NEW ORLEANS • SHREVEPORT

 **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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VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

- ii. Click on **Student**.

The screenshot shows the Southern University System Self-Service System interface. 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, there are three tabs: "Personal Information", "Student", and "Financial Aid". The "Student" tab is selected. Below the tabs, there is a search bar with the text "Search" and a "Go" button. Below the search bar, there is a "Main Menu" section. The main menu contains 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, there 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.). At the bottom of the page, there is a footer with the text "© 2020 Ellucian Company L.P. and its affiliates."



VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS


iii. Click on *Student Records*.

The screenshot shows the Southern University System website interface. At the top is the logo for Southern University System, Baton Rouge • New Orleans • Shreveport. Below the logo are three tabs: Personal Information, Student (which is selected), and Financial Aid. Under the Student tab, there is a search bar with a 'Go' button. The main content area is titled 'Student' and contains a list of links: 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), and Student Accounts (Complete Registration Process, Pay Fees, Review Account Balances, and Form 1098T). At the bottom of the page, it says 'RELEASE: 8.9 SUSPROD' and '© 2020 Ellucian Company L.P. and its affiliates.'



VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

- iv. Click on View *Academic Transcript*.
- v. Click *Submit*



SOUTHERN UNIVERSITY SYSTEM
BATON ROUGE • NEW ORLEANS • SHREVEPORT

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

Search

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

[\[View Holds \]](#)

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VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

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**

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 18, 2020

Curriculum Information

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

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-

Summer 2019: CLEP EXAMINATION

Subject	Course	Title	Grade	Credit Hours	Quality Points	
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
6,000	6,000	6,000	6,000	0,000	0,000

Unofficial Transcript

INSTITUTION CREDIT -Top-

Terms: SUSLA - 2019 Summer 1
 Major: General Studies

Academic Standing: Honor Roll

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points
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	
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

Terms: 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
EHTS	2005	SU	Emergency Medical Technician	B	9,000	27,000
EHTS	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	
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/bwskotm.P_ViewTran

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

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

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-

Summer 2019: CLER EXAMINATION

Subject	Course	Title	Grade	Credit Hours	Quality Points	Q
ENGL	1105	Freshman English I	CR	3.000	0.000	0.000
ENGL	1115	Freshman English II	CR	3.000	0.000	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: SUSLA - 2019 Summer 1
Major: General Studies

Academic Standing:

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Q
MATH	1205	SU	Pre-Calculus Algebra	C	3.000	6.000	

Term Totals (SUSLA-Undergraduate)

Current Term:	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
	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	Q
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)

Current Term:	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
	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://sucprodssb.sus.edu/banner8ssb/bwskotm.P_ViewTran

Print 2 pages

Destination Save as PDF

Pages All

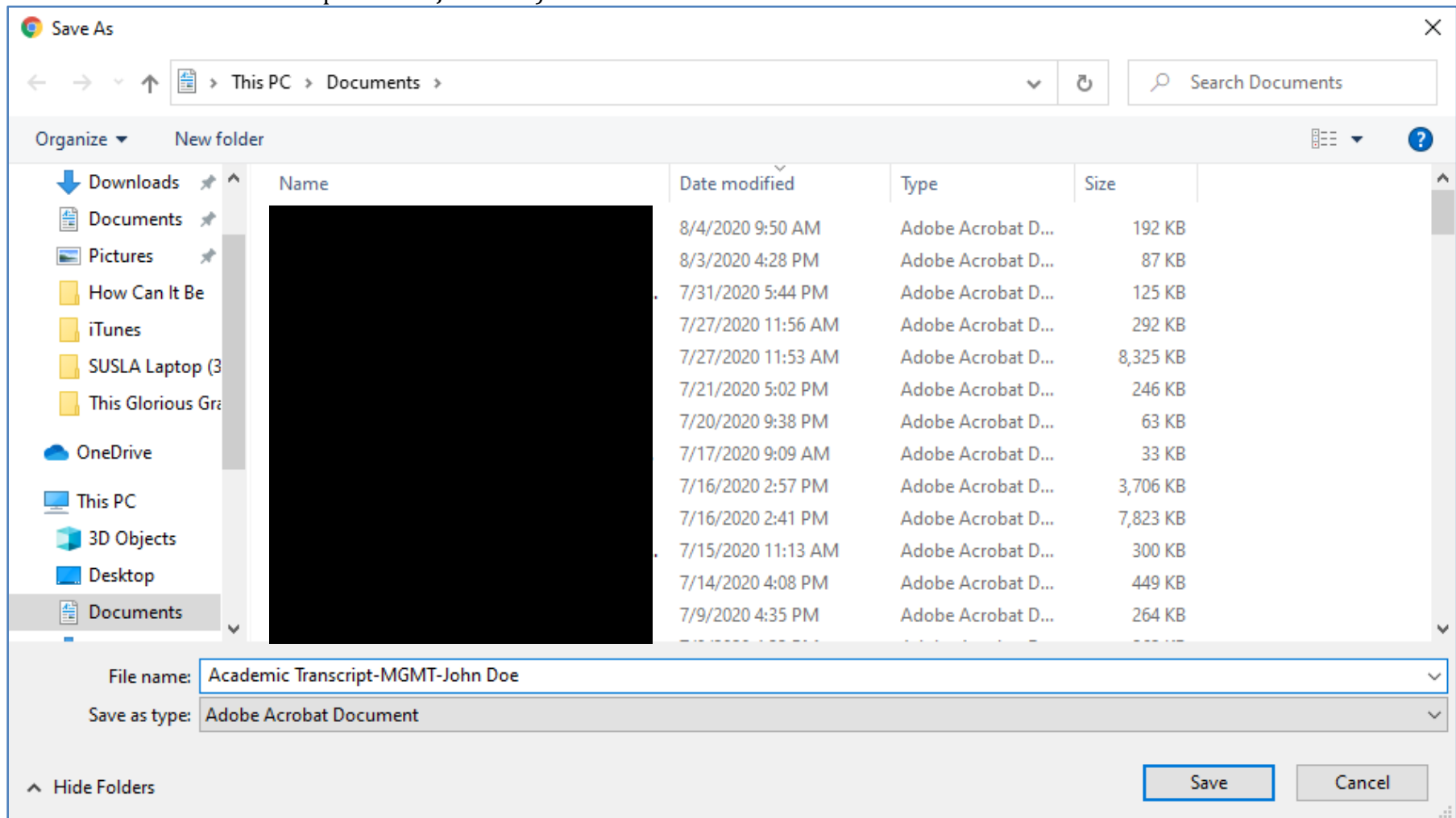
Layout Portrait

More settings v

Save

VIRTUAL REGISTRATION STEPS FOR RETURNING/CONTINUING STUDENTS

- v. 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

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