



OFFICE OF THE REGISTRAR

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INSTRUCTIONS FOR ORDERING TRANSCRIPTS ON ECAMPUS

Suggestion: Please write down your ID# and password and keep these instructions on ordering a transcript electronically. You have access to your eCampus account as long as SCU has eCampus.

1. Log onto eCampus.
2. Locate box labeled “other academic” – located just below grades on the left side of your home page (this is indented somewhat).
3. Pull down the menu (click on the down arrow “v” just right of the other academic box).
4. Select “Official Transcript.”
5. Click on go button located at the end of the other academic box.
6. Select number of copies (indicated in small box mid-screen).
7. Check send to self box if you want to mail to yourself.
8. Fill out send to line (this is only for name, i.e., John Smith/Graduate Admissions, etc.).
9. Click on edit address.
10. Fill out address (make sure that the state box is present. If it is not, click on change country at the top of the address page and reselect USA. Sometimes the default for USA changes erroneously.)
11. Hit okay if the address looks correct.
12. Hit submit button.

*Note: If you need to order transcripts for more than one address, you need to fill out a separate order for each address.