

Requesting an Official Transcript through Student Self-Service

Log into [Student Self Service](#)

Once you are logged in, you will request an official transcript under “My Academics”. Please see the screen shots and step by step instructions below for additional help.

ORACLE

Favorites | Main Menu > Self Service > Student Center > Request Official Transcript

William Luttrell

[Search](#) [Enroll](#) [My Academics](#)

Request Official Transcript

Select Institution:

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option:

Select Term:

Quantity:

Enter Recipient Address

Send To My Address

Send To:

Country:

Address:

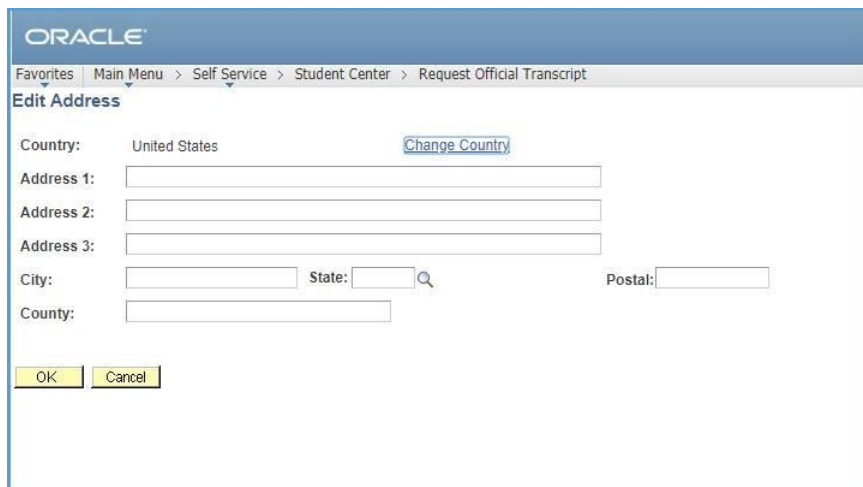
[Edit Address](#)

Incomplete address information will delay your request.

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1. Be sure and select OU Health Sciences Center for the Institution.
2. ***Very Important-** Select “**Degree Confer Date**” as the processing option for your transcript. This means your transcript will be sent to the board of nursing of your choice **AFTER** your degree has been posted to your transcript. If you select anything else, it will be sent without the degree posted.

3. Select you're the term you will be graduating: i.e. Spring 2018, Summer I 2018, Fall 2018, etc.
4. Quantity- enter the number to be sent
5. Click on "Edit Address". You will need the address of the Nursing Board you wish your transcript to be sent. **This includes Oklahoma's Board of Nursing.** If you do not enter an address, your transcript will be automatically sent to your home address on file. To find an address please visit the site below that pertains to you.



The screenshot shows the Oracle Self Service interface for editing an address. The breadcrumb trail is: Favorites | Main Menu > Self Service > Student Center > Request Official Transcript. The page title is "Edit Address". The form includes the following fields and controls:

- Country: United States (with a "Change Country" link)
- Address 1:
- Address 2:
- Address 3:
- City: State: (with a search icon)
- Postal:
- County:
- Buttons: OK, Cancel

6. Hit Submit.

The Office of Student Affairs would like to address the importance of having all holds cleared as soon as possible. The Office of Admissions and Records requires us to complete a certified graduation list. This list is the official list of students who have completed all requirements to graduate. If you have a hold on your account, you will not be able to send or receive a transcript or receive your diploma until your hold is cleared. We cannot stress enough the importance of clearing your holds. One hold will prevent you from having a degree posted. If degrees are not posted, your transcripts can not be sent to any Board of Nursing delaying your ability to register for NCLEX.

The College of Nursing will set a transcript request deadline to help ensure timely receipt of your transcript. Any questions about this process may be directed to the College of Nursing Student Affairs Office or to Laura Verser in Admissions and Record (405-271-2359).

[National Council of State Boards of Nursing](#)

[American Nurses Association](#)

[Nursing License Map](#)

[AACN](#)

[ANCC](#)

[AANPCB](#)

Additional Career assistance can be found at:

<http://nursing.ouhsc.edu/CurrentStudents/CareerAssistance.aspx>