

## **How to Access your SUNY Orange transcript**

Your SUNY Orange transcript contains a record of all the courses, grades and degrees received at SUNY Orange. You can review your transcript to see your grades for a semester or to determine your overall or semester grade point average, also known as GPA. You can also view any credits that you have transferred in to SUNY Orange. To access your transcript -

1. Go to the SUNY Orange homepage <http://www.sunyorange.edu/>
2. Click on MySUNYOrange and login
3. Click on the Student Services/Resources tab
4. In the Academic Records and Verification box, click on either Official or Unofficial. Official transcripts can be sent to outside institutions, such as a college, prospective employer, or government agency. There is a fee for requesting an official transcript and your transcript will not be released if there is a hold on your account. If you would like to view your transcript yourself, click on Unofficial.
5. You can also access your transcript by selecting the appropriate term in the My Academic Profile box on the Student Academic tabs.
6. Then select the Transcript link at the bottom of the box.
7. Click Submit and you will then see a copy of your transcript.

Your transcript will display all of the courses you have taken at SUNY Orange, as well as any courses that you are currently enrolled in. If you have received any transfer credits, these will be displayed at the top of the transcript. At the end of each semester, you will see your GPA for that semester, as well as your cumulative GPA. At the end of the transcript, you will also see the total number of credits that you have earned at SUNY Orange.