

# Transcript Request

**Step 1:** Log in to your student BannerWeb on your "[MyGiant Universal Login](#)"

**Step 2:** Click on "Student Services" tab

**Step 3:** Click on "Student Records"

**Step 4:** Click on "Order Official Transcript" *Transcript Order Services Pop-up will appear*

**Step 5:** Click on "Begin Order"

## Additional Steps:

**Regular Request (Official)**-\$6.00 per copy (First 2 Official copies are FREE)

- Deliver to Recipient: transcript(s) are electronically delivered within 5 business days. Please allow for delivery time.
- Pickup: Pick up at Register Office within 5 business days after 3 pm (Transcript(s) not picked up in 30 days, will be mailed to address provided.)

## **Tell us when to release your transcript(s)**

- Send Now: **DOES NOT INCLUDE** current terms' grades
- Send after final grades are posted for Click on Term (Fall/Spring/Summer)
- Hold for change of grade in the course(s) listed below: ENTER COURSE INFORMATION
- After degree is posted (**selected this option if you are completing an ADT**)

**Additional Services:** Select appropriate GE pattern if you have external transcript as part of your degree.

- CSU Certification **OR** IGETC Certification

## **Search our Recipient Table**

- Choose this option to search Colleges & Universities that are already set up in our system
- -Select Recipients State
- -Type school name
- Myself
- Select an Application Service (AMCAS, LSAC, PHARMACAS, etc.)
- Direct Access Code Lookup (select if your recipient provided you with a "Direct Access Code".

**UNIVERSITY APPLYING:**\_\_\_\_\_ **TRANSCRIPT DUE DATE:**\_\_\_\_\_

**UNIVERSITY APPLYING:**\_\_\_\_\_ **TRANSCRIPT DUE DATE:**\_\_\_\_\_

\* **It is the responsibility of the student to meet the transcript deadline for the  
4-year University where they are applying\*\***

# Transcript Request

UNIVERSAL LOGIN

If you are not currently a student or employee at COS and only have your Banner ID and PIN, please click [here to login to BannerWeb directly](#).

If you are having trouble logging in, please read our [FAQ](#) and [Password Help](#) pages.

Username

Password

Login Set Password Forgot Password?

STEP  
1

College of the Sequoias - Banner Web

Personal Information Student Services Employee COS Bookstore Link

Search  Go

Main Menu

Employee  
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.  
Personal Information  
View your address(es), phone number(s), email address(es), emergency contact information, View name change & social security number change information, Change your PIN.  
Student & Financial Aid  
Register and view your academic records - View your Financial Aid Info.  
COS Bookstore Link  
Click on this link to purchase your books online after Registering for Classes.

Print Rosters  
Select/print class rosters by CRI, Instructor and by Division.

To protect your privacy, please Exit and close your browser when you are finished.  
RELEASE: 8.9

© 2020 Ellucian Company L.P. and its affiliates.

STEP  
2

College of the Sequoias - Banner Web

Personal Information Student Services Employee COS Bookstore Link

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Student and Financial Aid

Please activate and check regularly your COS Giant email account as this is the official means of communication between COS students and the College.

Registration  
Check your registration status; Add or drop classes; Display your class schedule.  
Student Records  
View your holds; Display your grades; Review charges and payments.  
Make Credit Card Payment  
Pay for your classes by Credit Card.  
Course Catalog  
View COS Course Catalog  
Scholarship Manager  
Apply for Scholarships  
Orientation  
Click to access the COS online Orientation system.  
Netnet  
Setup Netnet Payment Plan / Pay your Old Debt with Netnet Plan.  
To protect your privacy, please Exit and close your browser when you are finished.  
RELEASE: 8.9

STEP  
3

College of the Sequoias - Banner Web

Personal Information Student Services Employee COS Bookstore Link

Search  Go

Student Records

Account Summary  
Setup Netnet Payment Plan / Pay your Old Debt with Netnet Plan.  
Setup Netnet Payment Plan / Pay your Old Debt with Netnet Plan.  
Final Grades  
Grade Detail  
Order Official Transcript  
Print Unofficial Transcript  
Tax Notification  
View Holds  
Early Alerts  
View Assessment Results  
Student Educational Plan  
View your Student Educational Plan

To protect your privacy, please Exit and close your browser when you are finished.  
RELEASE: 8.9

ATTENTION: If an expediting shipping option is available on this institution's transcript order form it is the requestor's responsibility to confirm with the intended recipient that they are open to receive rush or expedited delivery. Expedited shipping fees will not be refunded due to lack of availability for signature upon attempted delivery.

College of the Sequoias  
Visalia, CA

Transcript Ordering Services  
College of the Sequoias

Information from College of the Sequoias  
Attention: The College of the Sequoias will be closed for the Christmas and New Year's Holiday beginning December 24th, 2019 through January 1st, 2020. Please submit your request now and transcript processing will resume when our offices reopen on Thursday January 2nd, 2020. Effective immediately, Fresno State will only accept electronic transcripts from College of the Sequoias.

Please choose one of the following options:  
Order Electronic/PDF Transcript  
Order Paper Hard-Copy Transcript

Do not send browser back to Internet Explorer  
Your request will only be processed after 48 hours of the activity.

Pricing and Payment  
Authorization Info  
Ordering Overview  
Electronic Transcripts  
FAQs

Copyright 2020 Cordella Systems, LLC  
Created: 6/20/20

Transcript FAQ | Privacy Policy | Customer Service

STEP  
4