Dual Enrollment
Ordering College Transcripts
Transcript Information

- Transcripts are ordered online through Transcript Plus.

- It is the student’s responsibility to order their official transcript.

- The Dual Enrollment office does not prepare the transcript.
You will need the following information

- SJR State Student ID (X number….X007….)
- Social Security Number
- Full legal name as it is in our system
- A credit/debit card
- A valid email address
- Address of the institution where you wish to send your transcript
Ordering Your Transcripts

Step 1: Go to SJR State’s main web page at www.sjrstate.edu
Step 2: On the next page you will see a tab for Transcript Plus on the right side of the page. Click: “To order transcript click below”.

To order your transcript click below.

To check the status of your transcript order click below.

For more information regarding the College’s use of Social Security Numbers, click here.
Step 3: Read the Ordering Overview before you start your order. Once you have carefully read the ordering overview click “Start My Order”.
Step 4: Here is where you will start your order for your transcripts. It is very important that your information matches the information on file at SJR State. Please contact the Dual Enrollment office at 386-312-4136, if you have any issues.
Troubleshooting

- Your personal information must be accurate in SJR State’s computer system. If your information is incorrect you will not be able to access your transcripts.

- If you did not submit your social security number on your application you will not be able to access your transcripts.

- If you cannot log into your MySJRState account you will not be able to access your transcripts.
Other Important Information

• When ordering your official SJR State transcript make sure all of your courses and grades have been entered correctly.

• If you are taking dual enrollment courses at both the college site and high school site, your grades from the high school site will be entered at a later date than the grades of courses you are taking at the college site.

• Students may have to order their college transcripts two or three different times during their senior year. The number of times depends on the policies of the colleges and universities where the student is applying for admissions.

• Check your unofficial SJR State transcript for accuracy (such as full legal name, birthdate, grades, etc.) before you request the official transcript be sent to a college or university.
View your unofficial transcript by logging into your MySJRState account and clicking on the Dual Enrollment tab.