



# 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](http://www.sjrstate.edu)



HOME • CONTACT US • DIRECTORY

MySJRstate

Google™ Custom Search



STUDENTS

ACADEMICS

ATHLETICS

THE ARTS

COMMUNITY

- Academic Calendar
- Admissions/Apply Now!
- Bookstore
- Career Services
- Catalog/Handbook
- Counseling
- Courses/Registration
- Current Students
- Disability Services
- Financial Aid
- Future Students
- Library
- Scholarships
- Student Life
- Testing Center
- Transcripts/Records
- Tuition
- Tutoring/QEP

Click here

Explore your  
career options!



Bachelor's  
Degrees



University  
Bound?



Undecided?  
Career Services



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”.



MySJRstate

Google™ Custom Search



STUDENTS

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## RECORDS/TRANSCRIPTS

### Privacy of Records

Under provision of PL 93-380, Family Educational Rights and Privacy Act, records of students may be released only to the student, those to whom the student has authorized release, and certain specified third parties. The student has the right to access, explanation, challenge, and hearing. Complete details may be obtained by contacting the Vice-President for Student Affairs.

### ENROLLMENT VERIFICATION CERTIFICATES

St. Johns River State College (SJR State) has authorized the National Student Clearinghouse to provide enrollment verification certifications for our students through its Web-based student self-service program. SJR State no longer provides student enrollment verifications directly.

Student self-service enables SJR State's students to print official enrollment verification certifications on demand at no charge via our secure student portal.

Self-service enrollment verification certificates for the current term are available three (3) weeks after the term begins, 24 hours a day, 7 days a week.

Insurance providers, military ID issuing offices, or other businesses with questions should contact the Clearinghouse at (703) 742-4200.

You may want to include a copy of this letter to the agency/person requesting your enrollment verification certificate to notify them of the new process that St. Johns River State College is using to provide this information. To access your enrollment verification certificate:

1. Log into [MySJRstate](#). First time users of MySJRstate will need to click on the User Acceptance Policy and will be required to enter their generated student ID number and other personal information in order to obtain a username and password.
2. Once you are logged in, click on the Enrollment Verification link located in the Web Services box on the Student tab.
3. You will be directed to the National Student Clearinghouse where you will have to submit information such as your name, date of birth, and social security number.
4. Once you are logged in, you will have to choose either current enrollment or all enrollment and click on the Obtain an enrollment certificate link. This will give you a printable enrollment verification certificate.

You can [download a copy of this letter](#), or pick one up at your local campus.

For more information, contact the Records Office at (386) 312-4050.

### RECORDS/TRANSCRIPTS

St. Johns River State College has retained Credentials Inc. to accept transcript orders over the Internet. If you do not have access to the Internet, call Credentials Inc. at 847-716-3000.

To order your transcript click below.\*



**TranscriptsPlus®**  
Services provided by Credentials Solutions

To check the status of your transcript order click below.



**TranscriptsPlus®**  
Services provided by Credentials Solutions

\* For more information regarding the College's use of Social Security Numbers, click [here](#).

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” .**



St. Johns River State College  
Palatka, FL

## Transcript Ordering Services

St. Johns River State College

Do not use browser back or forward buttons  
Your session will time-out after **60 minutes** of no activity

Begin Order

▶ Pricing and Payment

▶ Authorization Info

▶ Ordering Overview

▶ Electronic Transcripts

▶ FAQs



Copyright© 2016 Credentials Inc.  
Northfield, IL 60093

[Transcripts FAQs](#)

[Privacy Policy](#)

[Customer Service](#)



**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.**

Student Info   Order Options   Recipient(s)   Summary   Payment

### Student Information

#### Information needed to locate your records

Social Sec #  Either SSN or Student ID must be specified

Student ID

Attended From Year  \*Required

Attended To Year  \*Required

Birth Date  \*Required

#### Enter names as they exist in the school records

First Name  \*Required

Middle Name  Enter if you think it is on your school record

Last Name  \*Required

Suffix  (optional) Jr, Sr, etc.

Other Last Names  (optional)

#### Enter your current address

Country  UNITED STATES

# 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.

ST. JOHNS RIVER STATE COLLEGE MySJRstate Dual Enrollment

MySJRstate Employee Faculty Faculty/Staff Email Student Financial Aid MyCourses Dual Enrollment Student Email Viking Zone News & Happenings Library MyTab SJRState Web Page

E/SACS/Reporting General Information Help Right-To-Know

SJRState Technology Projects

MySJRState Home

Academic Calendar

Lanner

Lanner Web/Self Service

Blackboard

College Catalog & Handbook

Course Availability

MySites

My Departmental Leave (Testing Only)

Academic Affairs

Faculty Senate

All Site Content

### Dual Enrollment Quick Links

- Blackboard
- Course Availability
- Course Availability (Alternate)
- Degree Works
- Personal Information
- Print Schedule/Bill
- Request Parking Decal
- Right-to-Know Information
- Smarthinking
- Smarthinking Orientation Video
- Tutoring
- View Grades
- View Holds

### Dual Enrollment Announcements

Graduating dual enrollment students - coming to SJR State in Fall

### Textbook Information

WHERE DO I GET MY BOOKS?

### Clay County Information

**Public School students – Textbooks:** Summer dual enrollment materials will be issued **Friday, May 1, 2015 between 9 am and 3:30 pm.** If you need to pick up your materials after May 1, 2015, you need to schedule an appointment. You must bring your student schedule and list of books needed to the Instructional Materials Professional Library in the H.C. Long Building in Green Cove Springs. See map for directions. Note: Although the address is 23 S. Green Street, turn onto Gratio Place and park in the gated area. Use the western sidewalk to enter the courtyard and follow the signage to the assigned entrance. **For additional information call 904-529-4953.** Students can log into Destiny at [destiny.clay.k12.fl.us](http://destiny.clay.k12.fl.us) and check the homepage for a map. Summer dual enrollment materials must be returned by Friday, August 7, 2015.

Students with Spring dual enrollment materials must be returned to Green Cove Springs by Monday, April 27, 2015. **Any books not returned by April 27<sup>th</sup> will be late and full replacement cost will be charged.**

### Putnam County Information

### Student Services

- Admissions & Records
- Student Affairs
- Student Forms & Requests
- Testing & Retention
- Workforce Education
- Web Services
  - >> Select Term
  - > Registration--Add/Drop/Withdraw
  - Academic Calendar (Condensed)
  - Course Availability
  - Course Availability (Alternate)
  - Detailed Schedule
  - Directory Information Exclusion Form
  - Enrollment Verification
  - Optional Payment Plan
  - Personal Information
  - Print Schedule/Bill
  - Registration Status
  - SJR State Debit Card
  - Smarthinking
  - Smarthinking Orientation Video
  - Tax Notification (Form 1098-T)
  - Transcript - Official
  - Unofficial Transcript**
  - View Grades
  - View Holds
  - Web Payments