

To access your unofficial transcripts please follow this link

[https://sac.edu/sce/Pages/Student\\_Transcript\\_Request\\_Form.html](https://sac.edu/sce/Pages/Student_Transcript_Request_Form.html)

For unofficial transcripts please first visit **Self Service** and follow these steps.

## Self Service Registration Instructions

- Login to Self- service.
  - **You can access self- service using the following vanity URLs:**
    - [sac.edu/selfservice](https://sac.edu/selfservice)
    - [sccollege.edu/selfservice](https://sccollege.edu/selfservice)
- Sign in
  - **Username** = your school email address
  - **Password** = your birthday
    - ***For example, if your birthday is March 2, 1975, your password is Mar021975***
- If you need to reset your password, go to: [rscdd.edu/password](https://rscdd.edu/password)

Once you have logged in to Self-Service navigate to left pane and click on cap icon (Academics) and then click on Unofficial Transcript.

Click on CE DegreeAudit Transcript (clicking on CE DegreeAudit Transcript will automatically download your file).

Print Transcripts or Open file and take a picture of most recent semester. Bring either of those (picture or hard copy) as proof that you are registered for the current semester in a hybrid, remote live or online course.