

## TRANSCRIPTS

Obtaining your Salisbury University transcript is now handled through the Registrar, and is no longer ordered through GullNet. This guide will walk you through the steps to get your transcript.

### GETTING ONLINE

Go to [www.salisbury.edu/registrar](http://www.salisbury.edu/registrar)

Click on **Transcript Requests** under **Records/Services**

**Office of the Registrar**

**Information for:**

- Current Students
- Future Students
- Non-degree Students
- VA Educational Benefits
- Faculty & Staff

**Office Information**

- Meet the Staff

Office of the Registrar  
Holloway Hall 120  
1101 Camden Avenue  
Salisbury, MD 21801  
registrar@salisbury.edu

**Welcome to the Office of the Registrar**

The Registrar's Office provides enrollment related services to the Salisbury University academic community. Please review the information below and [FAQ](#) area.

Announcements	How-To Videos
<ul style="list-style-type: none"> <li>Transcripts: E-Transcripts now available</li> <li>Make sure your grades are posted before ordering a transcript</li> <li>Voter Registration</li> </ul>	<ul style="list-style-type: none"> <li>Add Class</li> <li>Drop Class</li> <li><a href="#">View more...</a></li> </ul>
Records/Services	Registration
<ul style="list-style-type: none"> <li>Enrollment Verifications</li> <li>Transcript Requests</li> <li>Replacement Diploma</li> <li>Grades</li> <li>Change Name, SSN or Birth Date</li> </ul>	<ul style="list-style-type: none"> <li>GullNet</li> <li>Non-degree</li> <li>Program Planning/Registration</li> <li>Drop/Add Information</li> <li>Study at Another Institution</li> </ul>

Scroll down to **Do you have an active GullNet/SU Network Login?** Click **YES** if you are a current student or recently graduated or **NO** if you graduated or left the school over 18 months ago.

**Do you have an active GullNet/SU Network Login?**

**YES**

Use this link if you know your GullNet/SU Network Login and Password.

**NOTE:**

- Some grades, degrees or other information may not be on your record.
- Before starting an order, login to GullNet and check your unofficial transcript, making sure that everything has posted.
- Orders cannot be held for grades or degrees.

**NO**

Use this link if you do not know or do not have a GullNet/ SU Network Login and Password.

**NOTE:**

- You will need a valid e-mail account (from any provider) to place an order.
- Knowing and correctly entering your Student ID when setting up an account can expedite your order but is not required.

FOR CURRENT OR RECENTLY GRADUATED STUDENTS

Enter your SU username and password and click **Login**.

## Registrar Online Forms

### Login Using Your SU Network Information

**Username:**

**Password:**

for SU password help, please go to <http://mypassword.salisbury.edu/>

Login

Fill out the required fields (First Name, Last Name, Street Address, City, State, Zip Code, Country, Telephone, and Email Address). Only the fields with the red star marked next to them are required. When you are done click **Submit**.

Address Details

Welcome to the Salisbury University document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

**Note** This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:  \*

Middle Name:

Last Name:  \*

Street Address:  \*

Address Line 2:

City:  \* (Military Addresses: enter APO, DPO, or FPO)

State/Province:  Please select ... \*

Post/Zip Code:  \*

Country:  United States \*

Telephone:  \*

Email Address:  \*

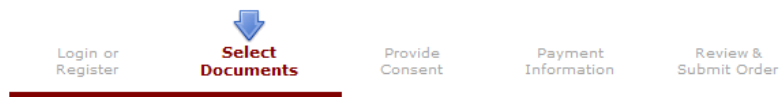
Document Tracker™ Preferences

eMail Notification?  NO  YES

SMS Text Message Notification?  NO  YES


NOTE: Standard text messaging fees from your phone carrier may apply.

Select the document you wish to receive.




Order Salisbury University Academic Transcripts


Please select the document type that is appropriate for you and your intended recipient.

- 


**Transcript to Maryland College/University**  
 Order a SPEEDE/EDI transcript for delivery to Maryland Public 2 and 4-Year Colleges and Universities. Use this delivery format when the transcript is to be used for academic purposes only. A secure,...

**\$4.00**
- 

**eTranscript**  
 Order a secure, certified PDF transcript or eTranscript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with...

**\$4.00**
- 

**Paper Transcript - Pickup**  
 Order a paper copy of your official academic transcript for pickup at the Office of the Registrar, Holloway Hall Room 120. Please allow 5 to 7 business days for processing. Note that official...

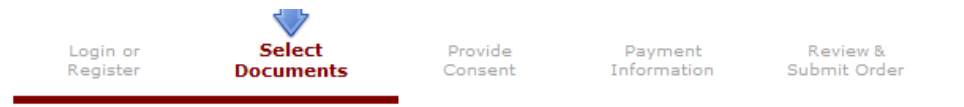
**\$6.00**
- 

**Paper Transcript - Mailed**  
 Order a paper copy of your official academic transcript to be mailed via the United States Postal Service. Please allow 5 to 7 business days for processing. Note that official transcripts cannot be...

**\$6.00**


You will be required to enter mailing information and the quantity for the document you selected. When you have finished click **Add to Cart**.

On the next page, shown below, confirm your order by clicking **Checkout**.



### Your Shopping Cart Contents

**Total Items: 1 Amount: \$6.00**

Qty.	Document Name	Unit	Total	
1	 Paper Transcript - Pickup	\$6.00	\$6.00	<a href="#">Remove</a>


**Mailing Method** - Pick-up  
**Recipient Name** - Jona  
**Document Date** - 01-15-2013 12:41:11

---

**Sub-Total: \$6.00**

[Update Shopping Cart](#)      [Continue Shopping](#)      [Checkout](#)

Click **Next**.



### Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order

[Next](#)

If no changes need to be made to your billing address, click **Next**.

### Payment Method



After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

**Note:** When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

### Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.



Change Billing Address

Back

Next

Review your order, and click **Confirm** when you are done.

Login or Register

Select Documents

Provide Consent

Payment Information

**Review & Submit Order**

### Confirm Your Billing Info:

**Billing Address: (\*Must match the address associated with your credit card)**



Edit Billing Address

### Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Paper Transcript - Pickup	1	\$6.00	<b>\$6.00</b>
<b>Mailing Method - Pick-up</b>			
<b>Recipient Name - :</b> [blurred]			
<b>Document Date - 01-15-2013 12:41:11</b>			
<b>Sub-Total:</b>			<b>\$6.00</b>
<b>Total:</b>			<b>\$6.00</b>

Back

Confirm

FOR GRADUATES AND STUDENTS WHO HAVE NOT ATTENDED THE UNIVERSITY IN THE LAST 18 MONTHS

Click **Create Account** under the Sign In button.

Enter the details for First Name, Last Name, Street Address, City, State, Zip Code, Country, Telephone, Date of Birth, Year Graduated or Year Last Attended, Degree Received or Degree Sought, Name While Attending, Dates Attended, Last 4 SSN, Email Address (and confirm), and Password (confirm). Click **Submit**.

### Information

Please be as accurate as possible when completing account creation details and validate all entries before submission. The information provided will be used to locate your academic records and to create a default billing record.

If your submission provides a match to your academic records and no transcript holds exist, you will be directed to the Order Transcripts page.

### Address Details

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*(Military Addresses: enter APO, DPO, or FPO)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*
Telephone:	<input type="text"/>	*(eg. 555-555-5555)

### Authentication Details





Date of Birth:	<input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value=","/> <input type="text" value="----"/>	*
Year Graduated or Year Last Attended:	<input type="text" value="----"/>	*
Degree Received or Degree Sought:	<input type="text"/>	*
Name While Attending:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	*(Title, First, Mid, Last, Suffix)
Dates Attended:	<input type="text" value="----"/> to <input type="text" value="----"/>	*

Select the document you wish to receive.

Navigation: Login or Register | **Select Documents** | Provide Consent | Payment Information | Review & Submit Order

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You will be required to enter mailing information and the quantity for the document you selected. When you have finished click **Add to Cart**.

On the next page, shown below, confirm your order by clicking **Checkout**.

Navigation: Login or Register | **Select Documents** | Provide Consent | Payment Information | Review & Submit Order

Your Shopping Cart Contents


**Total Items: 1 Amount: \$6.00**

Qty.	Document Name	Unit	Total	
<input type="text" value="1"/>	 Paper Transcript - Pickup	\$6.00	\$6.00	<input type="button" value="Remove"/>

**Mailing Method** - Pick-up  
**Recipient Name** - Jona  
**Document Date** - 01-15-2013 12:41:11

**Sub-Total: \$6.00**

Click **Next**.



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[Change Billing Address](#)

[Back](#)

[Next](#)



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Login or Register

Select Documents

Provide Consent

Payment Information

**Review & Submit Order**

Confirm Your Billing Info:

**Billing Address: (\*Must match the address associated with your credit card)**

Edit Billing Address

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Paper Transcript - Pickup	1	\$6.00	<b>\$6.00</b>
<b>Mailing Method - Pick-up</b>			
<b>Recipient Name - :</b>			
<b>Document Date - 01-15-2013 12:41:11</b>			
<b>Sub-Total:</b>			<b>\$6.00</b>
<b>Total:</b>			<b>\$6.00</b>

Back

Confirm