

How to
request an
Official
Transcript on
slc.me



St. Lawrence
College

This manual contains pertinent
information about requesting an
Official Transcript through slc.me

March 2024

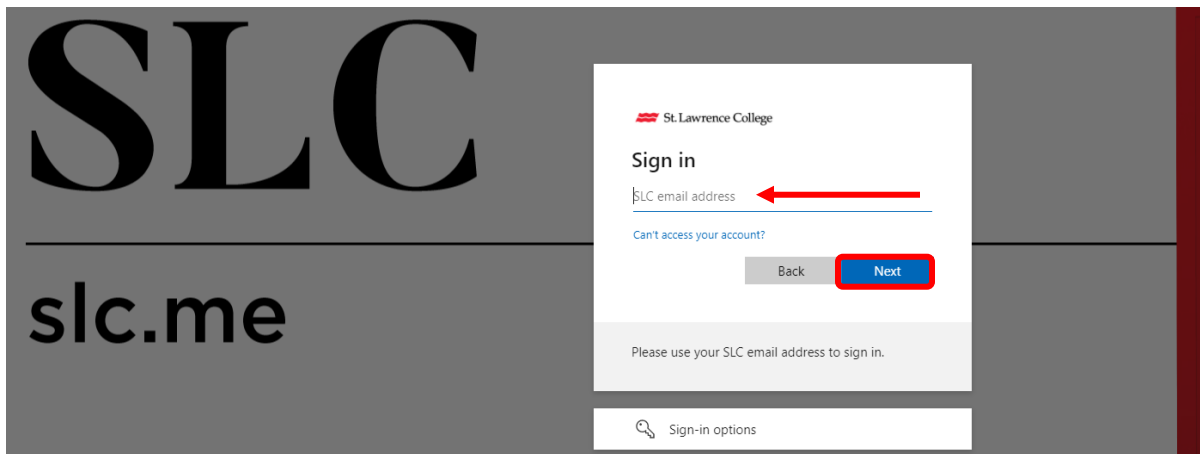
How to Request an Official Transcript through slc.me

About

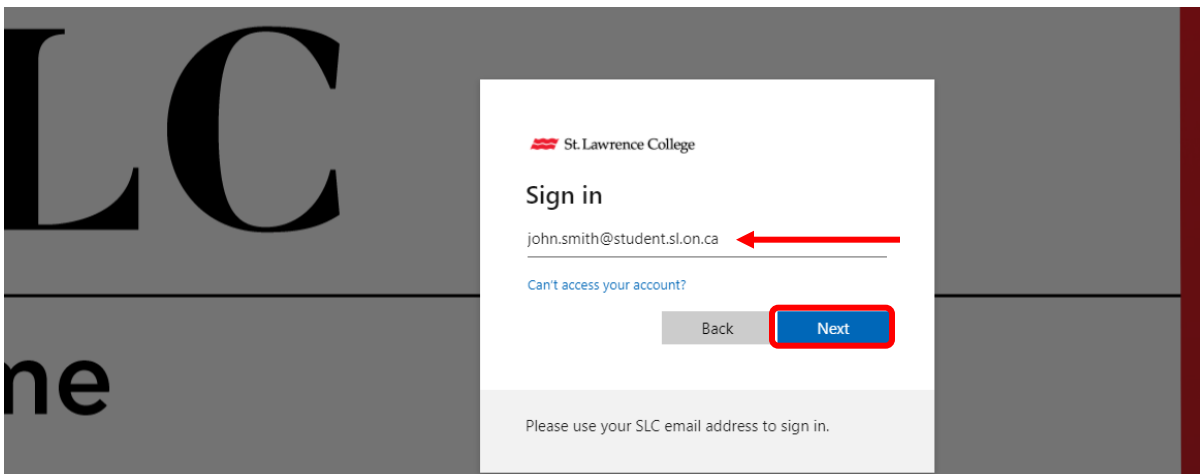
You are now able to request an Official Transcript through your PeopleSoft Student Self Service account. You can request a copy to be sent to your home or mailing address, or an outside party. You can choose processing time options, immediate, after grades have been entered for a term, or completion of your program.

How to Request an Official Transcript

1. Login to **SLC.me** by going to <http://SLC.me>. You will be presented with a login screen. Enter your full SLC email address (remember to add **@student.sl.on.ca**). Click on 'Next'.

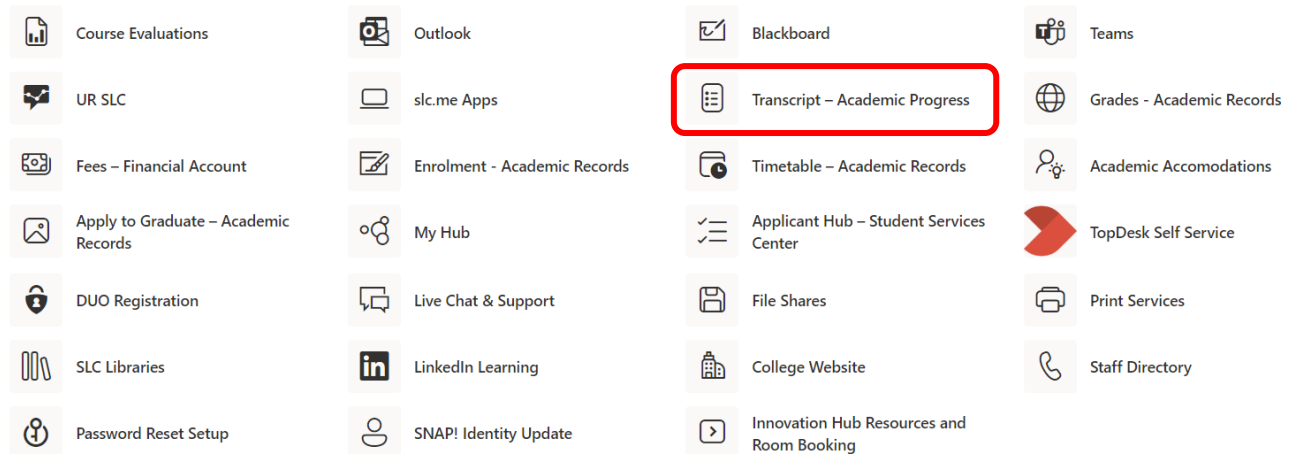


2. Enter your SLC password, and click on 'Sign In'

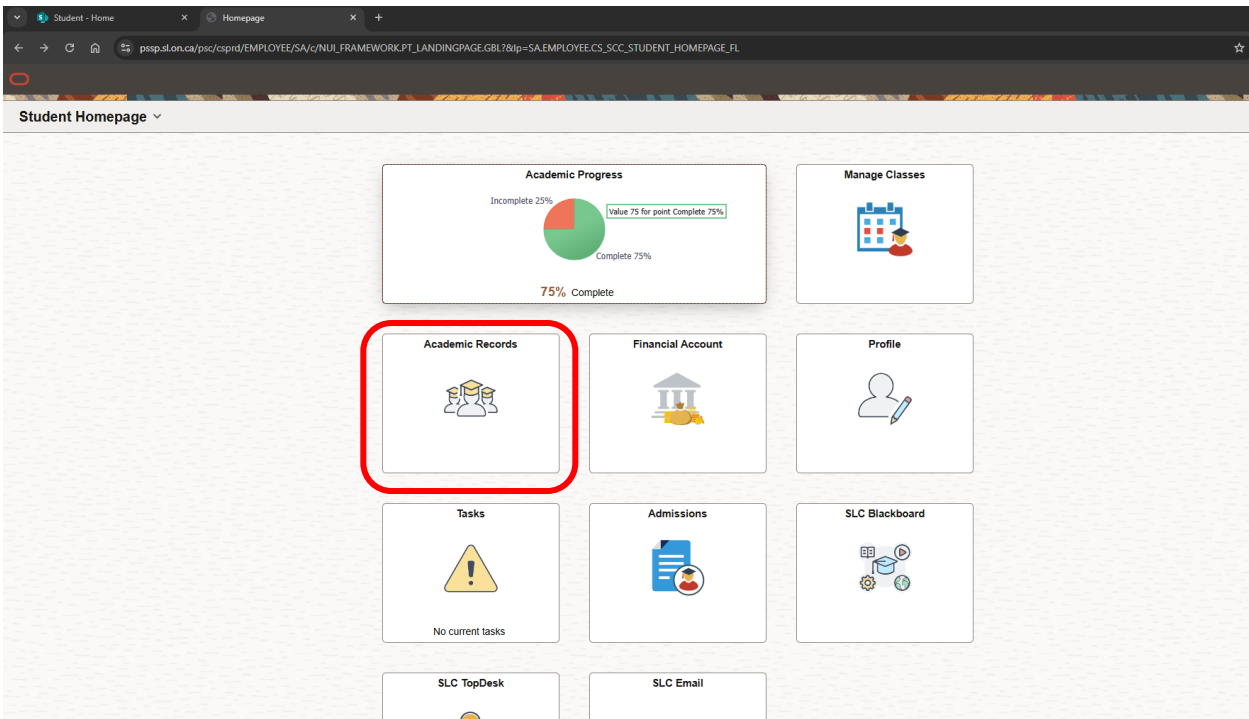


How to Request an Official Transcript through slc.me

- From the SLC.me homepage, scroll down, and click on 'Transcript- Academic Progress'

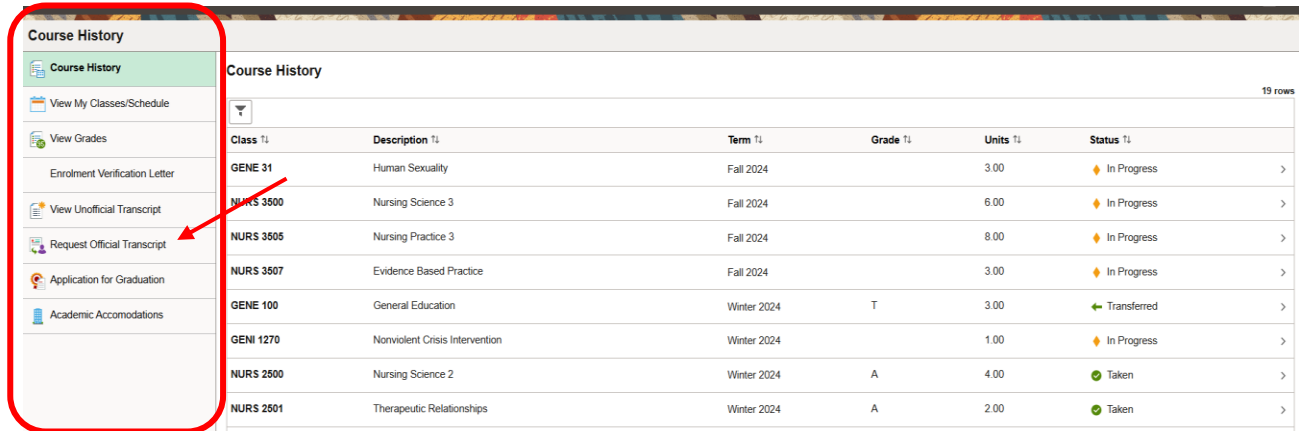


- Another window will open, click on 'Academics Records'



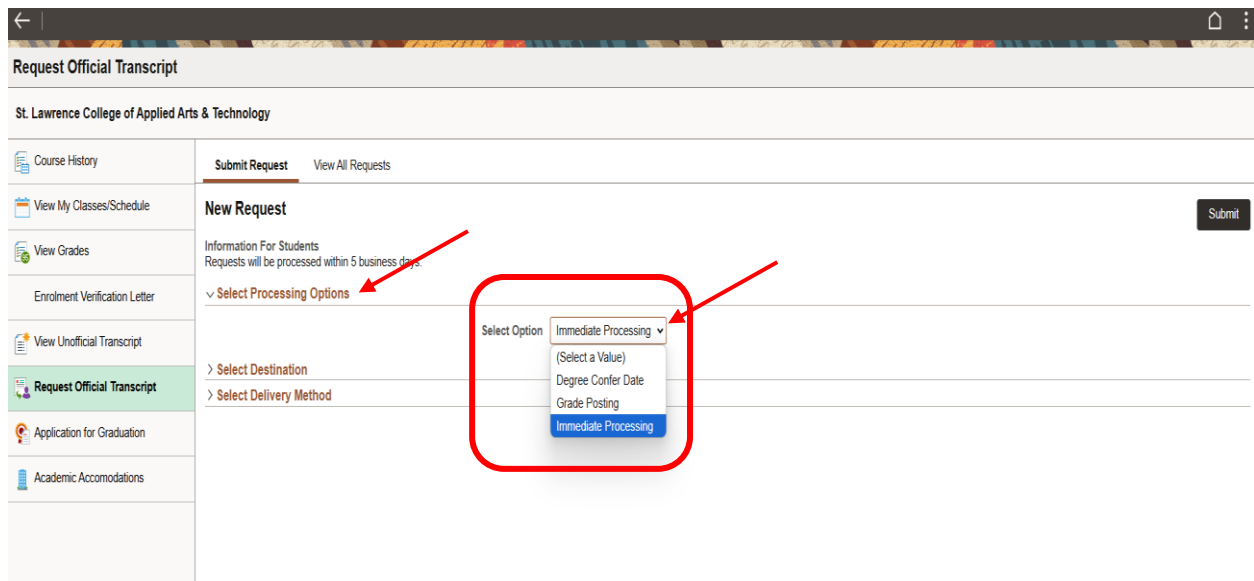
How to Request an Official Transcript through slc.me

- On the left side of the screen, you will see 'Request official transcript'. Click on 'Request Official Transcript'



Class T1	Description T1	Term T1	Grade T1	Units T1	Status T1
GENE 31	Human Sexuality	Fall 2024		3.00	In Progress
NURS 3500	Nursing Science 3	Fall 2024		6.00	In Progress
NURS 3505	Nursing Practice 3	Fall 2024		8.00	In Progress
NURS 3507	Evidence Based Practice	Fall 2024		3.00	In Progress
GENE 100	General Education	Winter 2024	T	3.00	Transferred
GENI 1270	Nonviolent Crisis Intervention	Winter 2024		1.00	In Progress
NURS 2500	Nursing Science 2	Winter 2024	A	4.00	Taken
NURS 2501	Therapeutic Relationships	Winter 2024	A	2.00	Taken

- Under 'Select Processing Options', click on the drop-down menu and select one of the three options available in order to have your transcript processed.



Request Official Transcript

St. Lawrence College of Applied Arts & Technology

Submit Request View All Requests

New Request Submit

Information For Students
Requests will be processed within 5 business days.

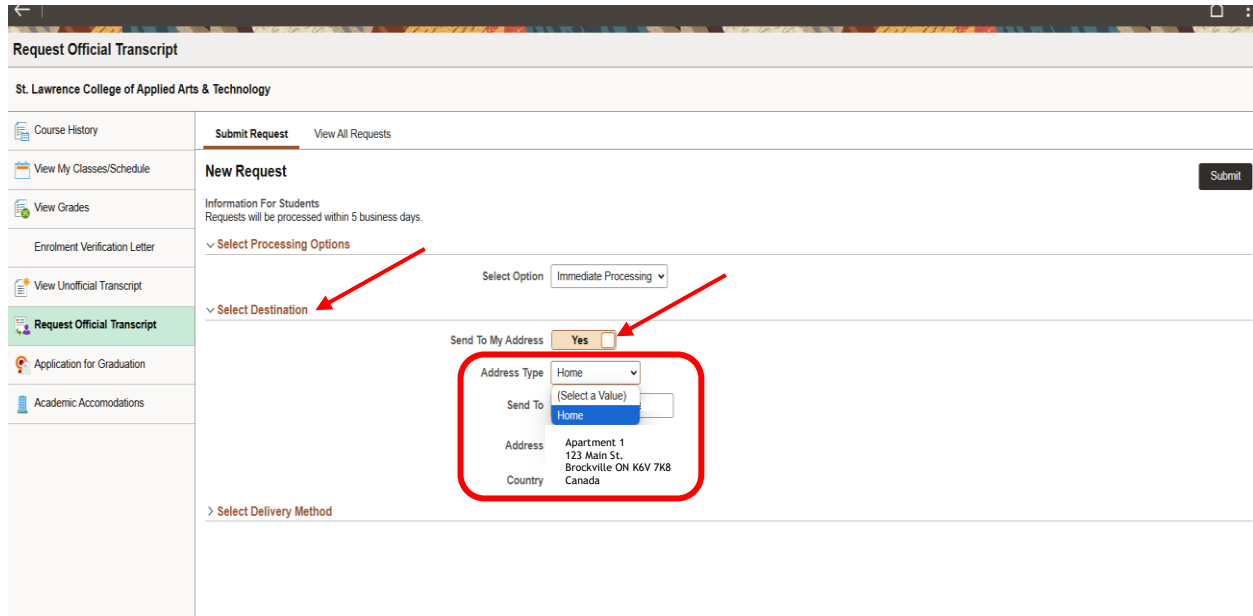
Select Processing Options
 Select Destination
 Select Delivery Method

Select Option: Immediate Processing (Selected)

(Select a Value)
Degree Confer Date
Grade Posting
Immediate Processing

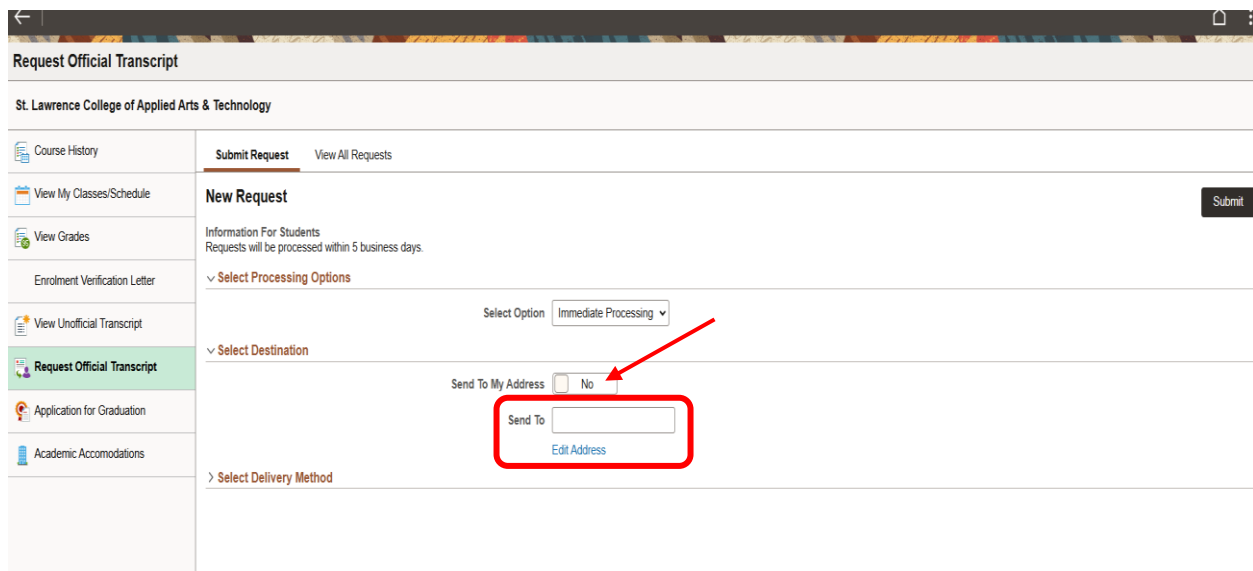
How to Request an Official Transcript through slc.me

- Click on 'Select Destination'. If you select 'Send to My Address', the 'Address Type' drop box will open, and you can choose from the address types you have added to your student record.



The screenshot shows the 'Request Official Transcript' form. The 'Send To My Address' checkbox is checked, and the 'Address Type' dropdown menu is open, showing 'Home' as the selected option. The address details are: Apartment 1, 123 Main St., Brockville ON K6V 7K8, Canada. Red arrows point to the 'Select Destination' label and the 'Send To My Address' checkbox.

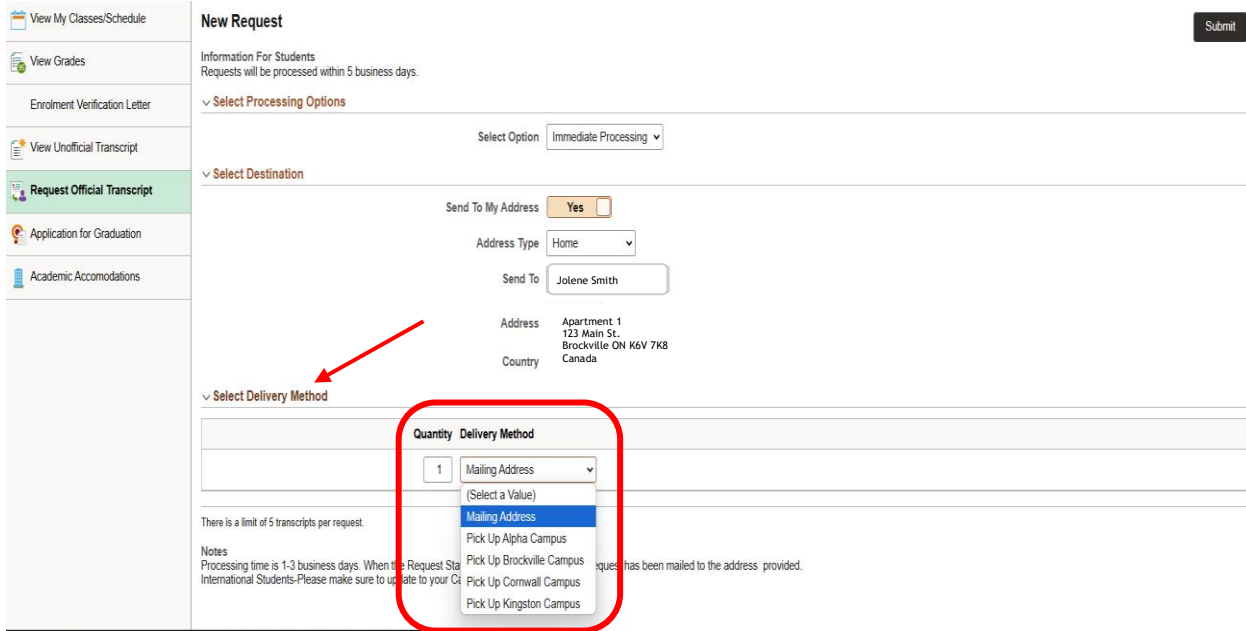
- If you deselect 'Send To My Address', you will get an option to choose where you would like to send the Official Transcript to.



The screenshot shows the 'Request Official Transcript' form. The 'Send To My Address' checkbox is unchecked, and the 'Send To' field is empty. A red arrow points to the 'Send To My Address' checkbox.

How to Request an Official Transcript through slc.me

- Click 'Select Delivery Method' and a drop down will open for you to select if you want your Transcript mailed to your mailing address or if you'd prefer to pick up at Campus.



New Request Submit

Information For Students
Requests will be processed within 5 business days.

▼ **Select Processing Options**

Select Option: Immediate Processing

▼ **Select Destination**

Send To My Address: Yes

Address Type: Home

Send To: Jolene Smith

Address: Apartment 1
123 Main St.
Brockville ON K6V 7K8
Country: Canada

▼ **Select Delivery Method**

Quantity	Delivery Method
1	Mailing Address

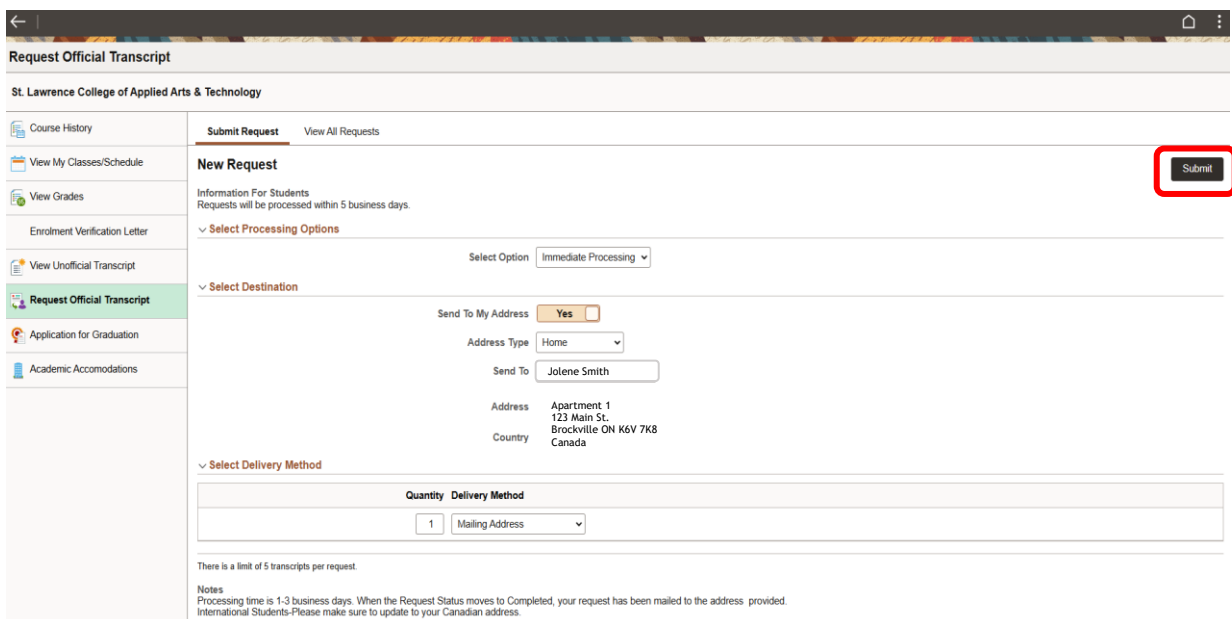
(Select a Value)

- Mailing Address
- Pick Up Alpha Campus
- Pick Up Brockville Campus
- Pick Up Cornwall Campus
- Pick Up Kingston Campus

There is a limit of 5 transcripts per request.

Notes
Processing time is 1-3 business days. When the Request Status moves to Completed, your request has been mailed to the address provided.
International Students-Please make sure to update to your Canadian address.

- Click 'Submit' at the top right corner to request your transcript.



Request Official Transcript

St. Lawrence College of Applied Arts & Technology

Course History | **Submit Request** | View All Requests

New Request Submit

Information For Students
Requests will be processed within 5 business days.

▼ **Select Processing Options**

Select Option: Immediate Processing

▼ **Select Destination**

Send To My Address: Yes

Address Type: Home

Send To: Jolene Smith

Address: Apartment 1
123 Main St.
Brockville ON K6V 7K8
Country: Canada

▼ **Select Delivery Method**

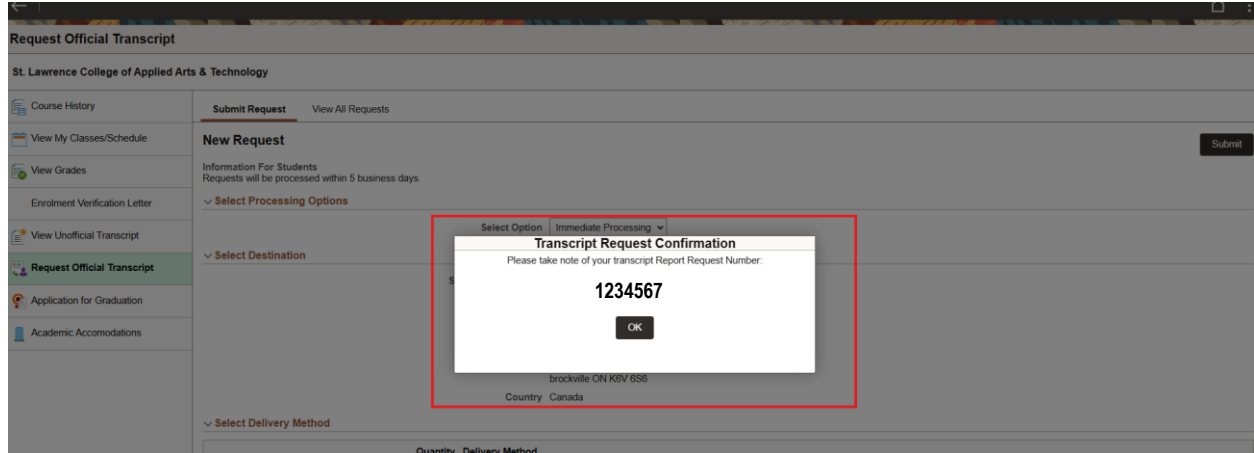
Quantity	Delivery Method
1	Mailing Address

There is a limit of 5 transcripts per request.

Notes
Processing time is 1-3 business days. When the Request Status moves to Completed, your request has been mailed to the address provided.
International Students-Please make sure to update to your Canadian address.

How to Request an Official Transcript through slc.me

11. A Transcript Request Confirmation number will display. Please take note of your order number.



12. You can view all your transcript requests by clicking on 'View All Requests'

Submit Request **View All Requests** Make a Payment

Previous Requests ↕

Request Date	Request Number	Description	Processing Option / Print Date	Quantity / Delivery Method	Send To	Request Status / Payment Status
<input type="checkbox"/> 11/19/2024	1382119	Official Transcript	Immediate Processing 11/19/2024	1 Mailing Address	Jolene Smith	On Request