

# Order transcripts from SOU for AP College Credits

Fwd: Seniors! Need your SOU ASC Transcript?

**From:** SOU Pre-College Youth Programs <[youthprograms@sou.edu](mailto:youthprograms@sou.edu)>

**Date:** April 12, 2023 at 7:02:27 AM PDT

**Reply-To:** youthprograms@sou.edu

If you have taken Advanced Southern Credit (ASC) college credit at any point during high school, your classes, grades and credit hours are recorded on your SOU transcript. In order to get those credits transferred to the college/university you may be attending after high school, you must order an official transcript to be sent directly from SOU to your chosen school. Most schools require an official transcript before you can attend. Note that official copies of your transcript start at \$10.

## Know Before you Order!

It is important to review your SOU transcript before you send it to another school to be sure it is accurate and complete. Sometimes errors or missing (M) grades show up and we may be able to help resolve those.

If you have spring term ASC courses (registration in April), we recommend holding off on ordering an official transcript until those grades roll on the transcript in June.

**Link to check unofficial transcript** <https://inside.sou.edu>

# Rogue Community College

Transcripts shared between SOU and RCC are free! Students should email [studentservices@sou.edu](mailto:studentservices@sou.edu) and state that they would like to have their transcript sent to RCC along with your legal name, SOU student ID and birthdate

## Ready to Order Official Transcripts?

Once you have checked your unofficial transcript, proceed to order your official copy! Please be prepared with your legal name, SOU student ID and birthdate.

[Order Official Transcript](#)

## After Ordering your Transcript

After ordering an official transcript, check your email to see the progress of the transcript's movement from SOU to your chosen university/college. Check in with your school to verify they received it.

## Need help?

Should you need help with obtaining your student ID number or any type of transcript, email us at [youthprograms@sou.edu](mailto:youthprograms@sou.edu).

SOU Pre-College Youth Programs  
541-552-6452 | [youthprograms@sou.edu](mailto:youthprograms@sou.edu)

[sou.edu/youth/asc/grades.html#unofficial-transcript](https://sou.edu/youth/asc/grades.html#unofficial-transcript)

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Link to order official transcripts <https://inside.sou.edu/youth/asc/grades.html#official-transcript>

## Grades and Transcripts

<https://inside.sou.edu/youth/asc/grades.html>

[https://ssb-prod.ec.sou.edu/PROD/twbkwbis.P\\_WWWLogin](https://ssb-prod.ec.sou.edu/PROD/twbkwbis.P_WWWLogin)

## How to Order Official Transcripts

***\*\*Please note that these steps are intended for current and former high school students who participated in one or both of our dual enrollment programs, Advanced Southern Credit (ASC) and Early Entry (EE). If you did not participate in our programs but took SOU courses, please visit this [link](#) to order transcripts\*\****

**IMPORTANT:** Before ordering and paying for your Official Transcript, we strongly suggest that you first view your Unofficial Transcript, which can be accessed using the instructions listed on the lower half of this webpage. The reason this is important is because grades are entered by the high school instructors to the SOU system, but sometimes that process gets delayed or forgotten, resulting in a transcript with Missing grades getting sent to your selected institutions. If you have trouble loading this, please reach out to us and we'd be happy to help you.

*Official transcripts are those that are sent directly from the University and are used by Universities, Colleges and Scholarship Foundations for admission or scholarship funding. If you wish to view your transcript for your own personal records, please refer to How to View an Unofficial Transcript below.*

1. Only **students** can order an official transcript.
2. **You will need your SOU ID (or SSN if it is on record) to order a transcript.** If you registered for an ASC class during or after Fall 2019, or registered for a class through our EE program during or after Fall 2020, your SOU ID will be located on our Youth Programs registration system. To access, login at <https://apps.ideal-logic.com/sououtreach> and click "Edit Your Profile". On the left-side set of tabs click "View Profile". Your SOU ID number, starting with "940", appears on the last line of the screen. Student may also call us at 541-552-6899, 541-552-6452 or email [youthprograms@sou.edu](mailto:youthprograms@sou.edu) to obtain that SOU ID number. After obtaining your student ID number, proceed to the next step below. Please note that due to privacy law **FERPA**, we cannot provide that information to a parent/guardian.
3. After obtaining your student ID number, go to this link located on SOU's Raider Student Services Website: <https://inside.sou.edu/enrollment/forms/transcripts.html>. Click the "**Former Students, Alumni and students in high school programs**" link to order online. Once there, follow the New User instructions to create a new account through the site, *Parchment*, which is the 3rd party service used to request transcripts through SOU. Follow the prompts on the page. Here is where you will

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enter the student ID. (Note: upon the question of "degree sought?" ASC students should answer "non-admit.")

4. Transcripts start at \$10 depending on method and speed of delivery.
5. Walk-in orders may be made at the Raider Student Services located in the Computer Services building on the Ashland Campus. **Students must bring a photo ID when requesting transcripts.**
6. If you have any questions regarding transcripts, contact the SOU Raider Student Services at 541-552-6600 or SOU Youth Programs at (541) 552-6452.

## To Obtain an Unofficial Transcript with Grades

Students have two options to view an unofficial transcript. Please be aware that following the second option may require you to agree to the **University's Billing Terms and Conditions** before allowing access to view the unofficial transcript. **Please only use that second option if you're willing to agree with that policy.** If you login and then choose to decline that policy, a hold will automatically be placed on your SOU account.

### Option 1

Send an email to [studentservices@sou.edu](mailto:studentservices@sou.edu) to request an unofficial transcript, and one will be emailed back to you.

**OR**

### Option 2

1. Go to [inside.sou.edu](http://inside.sou.edu) but do not attempt to sign in.
2. Look down the page to find the "Former Students and Employees" section in grey
3. Click "SIGN IN" at the bottom of that grey section.
4. You will now be on the page to log in.
5. You will input your Student ID Number (or your Social Security Number) and a PIN Number which is set to your birth date (MMDDYY). Do not use dashes or slashes in your birth date or Social Security Number.

Example:

Student ID: 940123456

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PIN: 021309

You will need to change this PIN for security reasons the first time you log in. Just follow the instructions on the screen. Please make a note of your new PIN. If you should lose this number you will hit the "Forgot Pin" button. This will reset your password to your birth date. If this doesn't work, contact SOU Pre-College Youth Programs at 552-6452 to have your PIN reset.

6. Go to the Student tab. Then go to Student Records, followed by Academic Transcript. For Transcript Level and Type, choose "All Levels" and "SOU Unofficial Transcript" respectively. Hit submit. You can now view your records and print them.