

1. How do I order transcripts? (transcript order)

From the SEU home page, click on the drop down Quick Links box, select Transcript Request and follow the prompts. The cost is \$7.00. Once your order is submitted, be sure to get the confirmation number before logging off.

2. How can I get a letter for my insurance? (enrollment verification)

Go to the National Student Clearinghouse at www.degreeverify.org and follow the prompts to obtain an enrollment verification. The cost is \$4.00 by credit or debit card. The letter is provided immediately in most cases.

Is it the same for loan deferments or scholarships?

This can be done for you free of charge if you come by the Office of the Registrar and fill out an enrollment verification form. Processing will take just a few days.

3. "I have a special situation..." (letter of appeal)

Any time you have a situation that falls outside of general policy (i.e. missed add/drop due to hospitalization, etc) submit a letter of appeal to Mrs. Linda Kelso, Assistant Registrar. Include a concise and complete description of your situation, what you would like to have happen, your signature, the date and your ID number. Your individual case will be reviewed.

4. "I want to take some classes at another school this summer" (transient form)

Fill out a transient student form for each class that you want to take at another institution. Attach a course description from that school's catalog and turn into our Office of the Registrar. Allow two weeks for processing. If the credits are approved for acceptance you will receive a letter to that effect.

5. How can I see if my transfer credits have come in? Can I change the way they were credited?

You can view transfer credits by going to your Student Information System and accessing either your unofficial transcript or course history. The course history will also show how the credits were assigned (i.e. hist, engl, math, elec). If you feel your credits should be assigned differently, contact your academic advisor.

6. How do I get ready for graduation?

Register for the Graduation Seminar online, or contact the Office of the Registrar. Access your Graduation Seminar on Blackboard and find all the forms and instructions for graduation. Fill the graduation application, take your exit exam, and make sure that you meet with your academic advisor to process your Graduation Audit.