

Requesting an Official Transcript

ONLINE

- 1** Login to Self-Service using @mymail.edu email address
- 2** Select “Transcript Requests”
Click “Add New Request.”
Select “Curriculum” for transcript type.
- 3** Pay the \$7 fee online with credit or debit card

IN-PERSON

- 1** Visit the Business Office located on the 1st floor of the Myers Center (Dallas Campus)
- 2** Pay \$7 fee
- 3** Visit Records Office located on 2nd floor of Myers Center (Dallas Campus) with photo ID to pick up transcript

