

## Ordering an Experiential Transcript

### Current USC Students

Current students can order an official transcript via [Self Service Carolina](#).

If you need to update your password or your multi factor authentication configuration, please go to [Manage My Account](#).

### Former Students

**NOTE: USC Experience transcripts are only available to USC students admitted Fall 2018 or later.** Former students can order an official transcripts through [Parchment Ordering Services](#). You will need to Create a New Account before placing an order using your current **personal** email address. If you have created an account previously (including your USC email address) and are trying to create a new account, you may be required to use a different email address.


Once you have accessed the transcript ordering portal through Self Service, you will land on the "Ordering Learner Credentials" page.




**IMPORTANT:** You can only send an official USC Experience transcript if you have first created a transcript for distribution. To get started, log in in at my.sc.edu and click on "View My USC Experience" under "Academics."

### 1) Click on "Order" for the USC Experience Transcript

Ordering Learner Credentials

Available Credentials [CANCEL x](#)

 The following credentials are available from **University of South Carolina - Columbia**. Start your order by selecting a credential listed below (you can add more later)

	<b>Transcript</b> An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	<a href="#">Order</a>
	<b>USC Experience Transcript</b> The USC Experience Transcript is a supplemental, official record of student engagement in educationally purposeful programs and activities.	<a href="#">Order</a>
	<b>Notarized Transcript</b> An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.	<a href="#">Order</a>

**2) Select the destination to where your USC Experience Transcript should be sent.**

If the transcript will be sent to another college/university, enter the institution's name in the search box and select the appropriate institution.

If you need a transcript sent to yourself or to another individual, click on the blue writing that reads "I'm sending to myself or another individual" and select the appropriate option that applies



**Ordering Learner Credentials**

< BACKSet Delivery DestinationCANCEL ×

Your order will be sent from **University of South Carolina - Columbia** to the individual and/or organization at the destination below.

Search

OR

 [I'm sending to myself or another individual](#) 

Click here to send to another college/university

Click here to send to yourself or another person


### 3) Review Order Details and Authorize the Release of the Transcript

- If you have a document that must accompany the transcript, you may add an attachment (optional)
- Provide consent to complete the order by signing
- Type your full name
- Click “Continue” to proceed to the next page

< BACK CANCEL x

Item Details


TRANSCRIPT




3.2

USC Experience Transcript

For: **Student's Name**

 FROM  
University of South Carolina  
Columbia, SC

 TO  
Coastal Carolina University

Delivery Method: **Electronic**

Credential Fee: \_\_\_\_\_

Item Total: \_\_\_\_\_

Would you like to add an attachment file? (optional) Add An Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Clear Signature

Sign here with mouse or finger

X \_\_\_\_\_

Type full name as signed above

* First Name	Middle Name	* Last Name
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\*  I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

**CONTINUE**

\* All items marked with a red asterisk are required to submit this form.

Click here to add an attachment

Sign your name here

Type your name in these boxes

Check this box

Click continue

#### 4) Review the Order Summary and Complete Order

Ordering Learner Credentials

< BACK      Order Summary      CANCEL x

ⓘ Your order has not been placed yet. Please review and complete the order below  
Here's your order summary

Collapse All

FOR	Student's Name	1	^
ITEM	USC Experience Transcript		
FROM	University of South Carolina - Columbia		
TO	Coastal Carolina University, Conway, SC		

• Add another item fo

Total Credential Fees  
Total Shipping / Handling

**Order Total**

**CONTINUE**

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

#### 5) Enter your payment information and billing address, then click "Submit Payment"

Payment Information

Enter first and last name as it appears on credit card

✓ First Name	✓ Last Name	
* Credit Card Number		
* Exp Month	* Exp Year	* CW

VISA    MasterCard    DISCOVER    AMERICAN EXPRESS

Order Total: \_\_\_\_\_ will be charged to this card.

\* Phone

Billing Address      Use different billing address

\* Country

\* Address 1

Address 2

\* City      State/Province      \* Postal Code


**Submit Payment**

\* All items marked with a red asterisk are required to submit this form.



Once the order is successfully submitted, the order confirmation will appear on your screen. Print this page if you need a receipt.

Ordering Learner Credentials

Order Confirmation [Print Receipt](#)



Thank you for your order Teresa. Your order has been placed. [Collapse All](#)


<b>FOR</b>	Student's Name	1
<b>ITEM</b>	USC Experience Transcript	 
<b>FROM</b>	University of South Carolina - Columbia	
<b>TO</b>	Coastal Carolina University, Conway, SC	
<b>DID</b>	TQY2CBDJ	

Order Date: MAR 14, 2023  
Placed By: Teresa Bomer

Total Credential Fees  
Total Shipping / Handling

**Order Total**

What happens next?

-  **Parchment has processed your order and it's awaiting fulfillment.** The sending organization(s) you ordered from will now verify, approve and finish fulfilling this order.

[Place Another Order](#)

Note: If you need another transcript, click on the button to "Place Another Order".