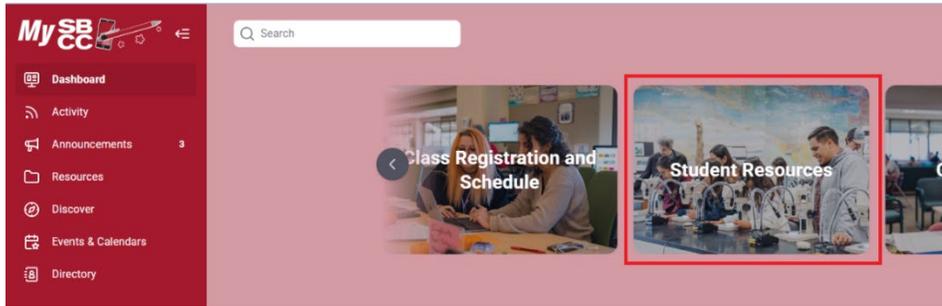


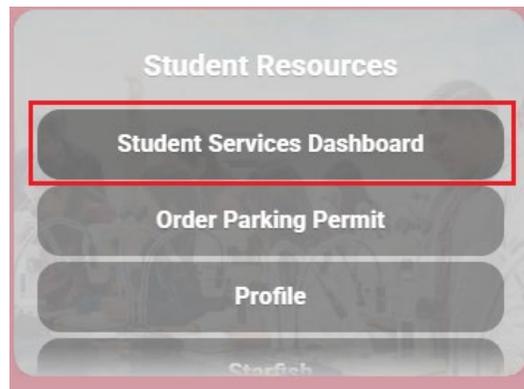
Uploading Transcript Using Google Chrome Internet Browser

STEP 1: MySBCC Dashboard

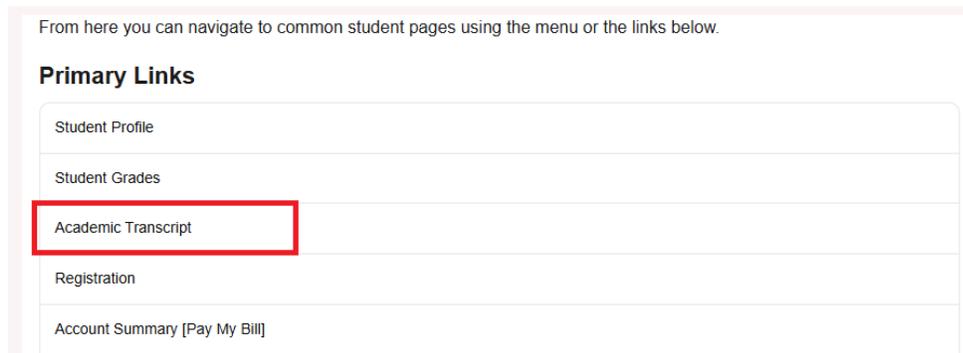
- Under “Student Resources”, click on “Student Services Dashboard”



- Click on “Student Services Dashboard”

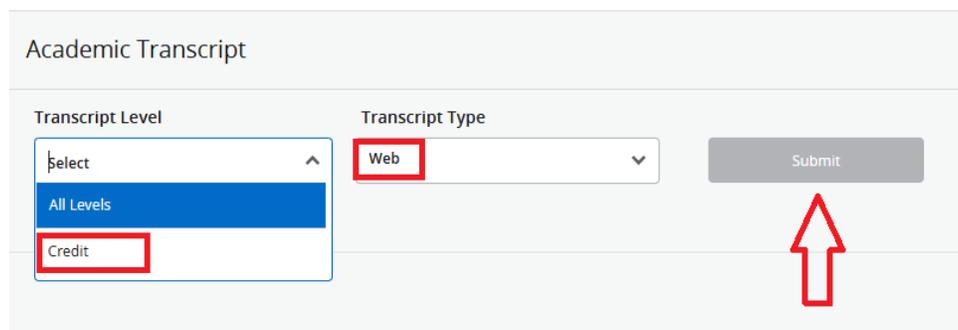


- Click on “Academic Transcript”



- Under Transcript Level, select “Credit” For Transcript Type, select “Web” and submit

[Student](#) • [Academic Transcript](#)



- Click on “Print”



STEP 2: Saving Unofficial Transcript as a PDF

- Change the Print Destination by clicking on the “Destination”

Print 2 sheets of paper

Destination 🖨️ HP LaserJet 400 M401n ▼

Pages All ▼

Copies 1

More settings ▼

- Under the “See More” section, select “Save as PDF”

Select a destination

🔍 Search destinations

📄 Save as PDF

🖨️ Adobe PDF

- Click “Save” – you are now able to save the transcript anywhere on your computer – I recommend the Desktop as it is easy to find and you can delete it later

Save Cancel

STEP 3A: Upload Unofficial Transcript to your Application as SBCC Student

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on “Choose File” to select your saved PDF of your Unofficial Transcript from location in which you saved it

Academic Transcript || {Registros académicos}

Please attach a PDF copy of your SBCC UNOFFICIAL transcript. || {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} *

No file chosen

- You will see that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript || {Registros académicos}

Please attach a PDF copy of your SBCC UNOFFICIAL transcript. || {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} *

STEP 3B: Upload Unofficial Transcript to your Application as a Non-SBCC Student

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on “Choose File” to select your saved PDF of your Unofficial Transcript from location in which you saved it

Academic Transcript || {Registros académicos}

Please input your unweighted cumulative GPA from your unofficial transcript. || {Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} *

Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university. || {Por favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} *

No file chosen

- You will see that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript || {Registros académicos}

Please input your unweighted cumulative GPA from your unofficial transcript. || {Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} *

Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university. || {Por favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} *