You will need to access CougarWeb to view and print your unofficial transcript. If you do not know your CougarWeb user name or password, please go to https://cougarweb.cscc.edu and select 'What’s My User ID?’ just above the ‘Contact Us’ tab.

Select ‘Discover My Login Name’ on the next page and follow the steps given. If you have any issues or questions about this step, please call the Help Desk at 614-287-5050. If the Help Desk is unable to resolve the issue or assist you with your login, please contact CSCC Transcripts via e-mail at cscctranscripts@cscc.edu or via telephone at 614-287-2752.
Go to CougarWeb for Students then click the ‘Log In’ tab:

Enter your User ID and Password and click Submit:
On the Students Menu, under ‘**Academic Profile**’ at the bottom of the page, select ‘**My Unofficial Transcript**’:

The following links may display confidential information:

**REMEMBER:** To use CougarWeb you must use Internet Explorer 9 or better. The latest versions of Firefox or Google Chrome are also supported.

The fee payment deadline for **Spring Semester 2018** is January 13, 2018. You must pay your fees in full, adhere to payments and other requirements of the Extended Payment Plan, or participate in the Payment Deferral Option (see **Tuition Payment Options**) by the respective deadlines in order to avoid dropped classes.

**Forms and Information**
- CougarWeb User Guide
- Blackboard
- Box Office
- CSCC Home Page
- Enrollment Verification Form
- Important Dates and Deadlines
- Petition to Graduate Form
- Student E-Mail
- Transcript Request Form
- TARS (Degree Audit) User Guide

**Additional Services**
- Step 1: Vehicle Registration
- Step 2: Order Parking Permit
- Step 3: Pay for Parking

**User Account**
- Address Change

**Academic Profile**
- My Grades
- My Grade Point Average by Term
- My Unofficial Transcript
- My Schedule
- My Profile
- My Degree Audit

Select ‘**UGRD Undergraduate**’ for Transcript Type and click ‘Submit’:
At the top of the page will be the Courses, Grades, Credits, Terms and Term Types. At the bottom of the page will be the Total Earned Credits, Total Grade Points, and Cumulative GPA.

You may print your unofficial transcript by using the ‘Print’ icon in your browser window, or by holding the Ctrl key and ‘P’ key to bring up your print menu.