



Wellesley College, Registrar's Office

How to Check the Status of Your Transcript Requests

Login to Banner Self-Service using your Student ID and your PIN.

Click on the Student Services link.

Click on the Student Records link.

Click on the View Status of Transcript Requests link.

The system will now display a page where you must choose a date. Please note, only the past 60 days worth of Official transcript request dates will be displayed.

Select a date from the Date Ordered drop down list and then click the Submit button.

The system will now display all Official Transcripts you ordered on the date you selected. For each transcript you will see the following details: Sent Date, Print Date, Issued To, Course Level, Number of Copies Ordered.