1. Login to the Student Portal:  http://portal.semo.edu

2. Select your Student SS tab, at the top.

3. In the “Banner Self Service” section, on the left (in red), expand the “Banner Self-Service” folder.

4. Expand the “Student” folder, followed by the “Student Records” folder.

5. Choose the “Unofficial Transcript”.

When using the unofficial transcript, overall totals can be found at the bottom.