



PS 8.9 QUICK REFERENCE GUIDE

UNOFFICIAL TRANSCRIPT

SELF SERVICE > STUDENT CENTER – UNOFFICIAL TRANSCRIPT

This document will provide simple instructions for paying tuition charges via the SIS.

1. **Login to SIS**
2. Navigate to **Self Service > Student Center** – from the drop down select **Unofficial Transcript** under **Academics**.
3. **Click** the **blue radio button** next to the **menu box**.
4. Select **Thomas Nelson Community College** for the **Academic Institution**.
5. Select **Unofficial Transcript** for **Report Type**.
6. Click **Go**.