USING MYCHARLESTON TO
REQUEST Official Transcript / VIEW Unofficial Transcript / Check STATUS of Request
(Full details, on the Transcripts Section of the Registrar’s Website at registrar.cofc.edu/transcripts)
WE DO NOT ACCEPT REQUESTS OR PAYMENT BY TELEPHONE, FAX, MAIL, or EMAIL.

1: Accessing MyCharleston:
   1. Website: my.cofc.edu
   2. Click the “Get Login Assistance” link and enter the information for:
      i. “Locate Your MyCharleston Login”
      ii. “Locate Your CWID”
   3. Call the Helpdesk (953-3375) with this information to open your MyCharleston account.
      **Call the Helpdesk for any questions or problems with the login process**

2: After Logging in to MyCharleston:
   Select either:
   Academic Services Tab <OR> Alumni Tab
   - Open the Banner Self Service Channel
     ➢ Student
     ➢ Student Records
   - Select either:
     • Request Official Transcript
     • Unofficial Academic Transcript
     • View Status of Transcript Requests

NOTE: Payment can be submitted online by credit/debit card

** To have attached documents sent with your transcript, fax to 843-953-6389 or email to registrar@cofc.edu.