

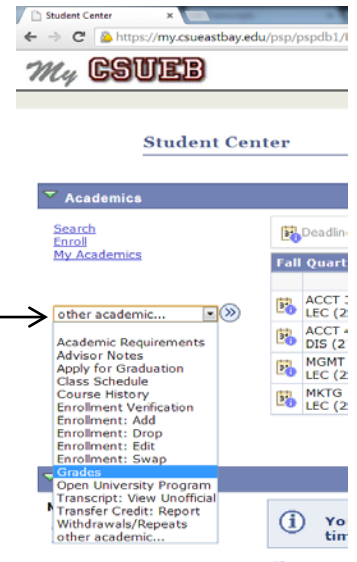
How to Get Your Grade Reports

Important: You **cannot** get your grade reports if you have **HOLDS** or **FEEES DUE**.

Pay your fees and clear your holds!

How to Print Your Grade Report:

1. Log in to MyCSUEB > Student Center.
2. Choose "other academic..." and then "Grades"
3. Choose the "Quarter" you want to view, and click the "Continue" button.
4. You can View your Online Grade report now.
5. Click "Printer Friendly Page" to print your grades.



How to Get Your Official Grade Reports (Transcript):

Make sure to **UPDATE your Mailing/Local address in MyCSUEB** before you begin:

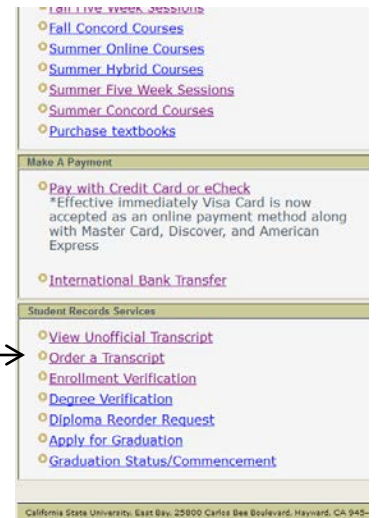
- **Cost:** The fee for the first official transcript is **\$4.00**. For additional official transcripts prepared at the same time, the fee is **\$2.00** each, for up to ten transcripts.
- **Time:** Online orders are shipped within **2 business days**. There is an overnight FedEx option for an additional charge. Orders made in person or by mail will take **5-7 business days**.
 - There is **no same day** or in person transcript pickup.

Option 1: Online (Service Charge of \$2.00)

- Log in to MyCSUEB
- Click on Order Transcript and follow the instructions.

Option 2: In person

- Bring 3 things to the Cashier (in the SA Building):
 1. a completed Transcript Request Form
http://www20.csueastbay.edu/prospective/files/pdf/records-forms/Transcript_Request_Form.pdf
 2. \$ 4.00 cash for the first official transcript.
 3. Photo ID



Option 3: By mail

- Mail your completed form and check for the above fee to:
California State University East Bay, Office of Records
25800 Carlos Bee Blvd.
Hayward, CA 94542