How to Request Transcripts Online

1) Go to the Student Self-Service website (http://www.rowan.edu/selfservice).

2) Click “Access Banner Services.”

3) In the “User ID” field, enter your 9-digit Rowan ID number. In the “PIN” field, enter your PIN number. If you have never logged into the Student Self-Service system, your PIN number will be your 6-digit birthday, in the format MMDDYY.

4) When you get to the Main Menu, click the “Student & Financial Aid” link.

5) On the Student & Financial Aid menu, click the “Student Records” link.

6) Once at the Student Records menu, click the link for “Request Printed Transcript.”

7) Follow the prompts for requested information. (Please note that for “Transcript Request Address,” you may only choose ONE option. Regardless of the option you choose, you will have a chance to verify and, if necessary, correct the address to which the transcript will be sent on the following screen.)

How to Obtain a Banner ID Number

Please call the Registrar’s Office at 856-256-4360. You will be asked to provide your SS#, name, birth date and a valid email address. We will then email you instructions along with your ID#.