GRADES AND TRANSCRIPTS

Self-Service Banner Account: Self Service Banner (SSB) is a service that allows you access to your student record. You are expected to use this service to receive your grades.

1. Go to: http://mcla.edu/campus_connection/ and click on Self Service Banner on the left column.

2. You will need your student ID number that begins with an “A”. If you don’t know your A number, please call the Registrar’s Office at 413.662.5216.

3. You must use a capital “A”, and your initial pin number is your six digit date of birth (two digit month, day, year, for example: 041284).

4. You will then be prompted to change your pin to a new six digit number of your choice and create a challenge questions for later use, if you forget your pin (forgot pin).

5. Click on “Student Records” for grades and transcript.

Alternative Transcript Request Options: To request official transcripts via first class mail, please go to: http://www.mcla.edu/Academics/academicresources/registrar/