Ordering a Transcript on Blue & Gold Connection

1.) Go to the Texas A&M University-Kingsville home page: [www.tamuk.edu](http://www.tamuk.edu)

2.) Select the Blue & Gold Connection link.

3.) Log in by clicking on the *Login Here* icon on the upper left corner.

4.) Enter your Banner ID (9-digit number with begins with a K)

5.) Enter your PIN number (6-digit birthday in MMDDYY format)
Select Student & Financial Aid

Main Menu

Welcome, K09________ (K09________), to the Blue and Gold Connection!

Check your Admission Status
View the status of your submitted applications

Personal Information
Update address, contact information, academic status; review name or social security number change info

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Registration
Check your registration status, class schedule and add or drop classes

MoneyConnect Login
MoneyConnect, TAMUK's new online payment system, is available for your convenience to make payments.

Orientation Registration (Kingsville Campus Only)
Register for Hokie Days or Transfer Thursdays orientation events.

TAMUK Collegiate Link
Student activities, elections, etc.

DegreeWorks for Students (Kingsville Campus Only)
DegreeWorks is a tool to help you track progress toward degree completion. DegreeWorks looks at degree in requirements are complete.

Episiln Login for Students
iTech Menu
7.) Select **Student Records**

**Student & Financial Aid**

- Admissions
  - Apply for Admission or Review Existing Applications
- Registration
  - Check your registration status, class schedule and add or drop classes
- **Student Records**
  - View your holds, grades, transcripts and account summary
- Financial Aid
  - Apply for Financial Aid; review status and loans
- Log Into MoneyConnect
  - Pay your tuition, apply for emergency loans, etc.
- Login to Schedule Planner
  - Plan your courses for this semester with this fabulous new tool. If you have logged in to Schedule Planner
- Services for TAMU-San Antonio
  - These services are specific to Texas A&M University - San Antonio and do not apply to Kingsville students

8.) Select **Request Official Transcript**

**Student Records**

- View Holds
- 5-Week Grades
- Final Grades
- Grade Detail
- **Academic Transcript**
  - Request Official Transcript
- Account Summary by Term
- Account Summary
- Credit Card Payment
- Select Tax Year
- Tax Notification
- Course Catalog
- View Student Information
- Class Schedule

*NOTE: If you have a hold with the University that prevents you from requesting an official transcript, you will get the following message:

![Transcript Request Address](image)

Select an address where your transcript should be delivered using the following address designations:

- Normal processing time is 3 to 5 business days from receipt of the request (excluding delivery). Check with Javelina Enrollment Services Center after 24 hours if picking up transcript in person. You may experience delays during peak periods (i.e., registration, graduation, end of the semester). Transcript will not be released if there are outstanding obligations to the University.

- Until further notice, students are restricted to 3 transcript per request, 1 request per day. For assistance call 361-593-2811.

*SELECT ONLY ONE BELOW* - 'One of Your Addresses' or 'Issue to'

- A hold: Financial Hold Under $200 has been applied to your account.

You will not be allowed to request a transcript until the hold is cleared. The type of hold may differ. Depending on the hold, please contact the appropriate office.
9). Select "One of Your Addresses" (if the transcript will be sent to you)
OR
Enter information in the "Issue to:" area if you will be providing address information.

**Transcript Request Address**

Select an address where your transcript should be delivered using the following address designations:

Normal processing time is 1 to 3 business days from receipt of the request (excluding delivery). Check with Javelina Enrollment transcript in person. You may experience delays during peak periods (i.e., registration, graduation, end of the semester). outstanding obligations to the University.

Until further notice, students are restricted to 3 transcript per request, 1 request per day. For assistance call 361-593-2811.

*SELECT ONLY ONE BELOW* - 'One of Your Addresses' or 'Issue to'

<table>
<thead>
<tr>
<th>One of Your Addresses:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue to:</td>
<td></td>
</tr>
</tbody>
</table>

Your address
OR
“None” and enter information

10.) Select Doctorate, Grad/Doc, or Undergrad from the drop down menu next to Transcript Type

**Select Transcript Type**

Please select a transcript type. If necessary, you may update or alter the address information.

* indicates required field

<table>
<thead>
<tr>
<th>Transcript Type:</th>
<th>None</th>
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<tbody>
<tr>
<td>Issued To:</td>
<td></td>
</tr>
<tr>
<td>Street Line 1:</td>
<td></td>
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<tr>
<td>Street Line 2:</td>
<td></td>
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<tr>
<td>Street Line 3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
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<tr>
<td>State or Province:</td>
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<tr>
<td>Zip or Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Nation:</td>
<td>None</td>
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<tr>
<td>Area Code:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>International Access Number:</td>
<td></td>
</tr>
</tbody>
</table>

Continue
11.) Verify or enter “issued to” information.

**Select Transcript Type**

*Please select a transcript type. If necessary, you may update or alter the address information.*

* A transcript type must be selected to continue.

* Indicates required field

<table>
<thead>
<tr>
<th>Transcript Type: *</th>
<th>KING Official Undergrad ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued To:</td>
<td>Coastal Bend College</td>
</tr>
<tr>
<td>Street Line 1:</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>Street Line 2:</td>
<td>3800 Charco Road</td>
</tr>
<tr>
<td>City:</td>
<td>Beeville</td>
</tr>
<tr>
<td>State or Province:</td>
<td>Texas ▼</td>
</tr>
<tr>
<td>Zip or Postal Code:</td>
<td>78102</td>
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<td>Area Code:</td>
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<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>International Access Number:</td>
<td></td>
</tr>
</tbody>
</table>

[Continue]

12.) Select number of copies (maximum of 3)
13.) Select Official Yes or No
14.) Select In Progress Cut-off Term (current term or none)
15.) Select Print Transcript (As soon as possible; Hold for grades; Hold for degree)
16.) Select Delivery Method (Pick up at RO Kingsville, Pick up – not by student, Standard Mail)

**Transcript Request Options**

Number of Copies (Up to 3): 1

Official Transcript: ☐ Yes ☐ No

In Progress Cut-off Term: Spring 2014 TAMUK ▼

Print Transcript: As soon as possible ▼

Delivery Method: Standard Mailing ▼

[Continue]
17.) Verify information and if correct, "Submit Request". If not correct go to previous pages in your browser and change your information.

**Transcript Request Summary**

- Issued to: Coastal Bend College
- Street Line 1: Admissions Office
- Street Line 2: 3800 Charco Road
- City: Beeville
- State or Province: Texas
- Zip or Postal Code: 78102
- Phone Number: (361) 3542245
- Course Levels: All course levels
- Copies Ordered: 1
- Official Transcript: Yes
- Delivery Method: Standard Mailing
- Cost of Order: No charge
- Print Transcript: As soon as possible

[Submit Request]