



STUDENT DEVELOPMENT TRANSCRIPT

With the OSU Student Development Transcript Program (SDT), your possibilities are endless! The benefits in utilizing this service can be very rewarding for your future.

WHAT:

The Student Development Transcript is designed to record and validate the extra-curricular activities you, as an OSU student, become involved in throughout your college career.

WHY:

This transcript can accompany your resume or job application to officially inform potential employers, transfer institutions, and graduate schools of your activities outside of the classroom. It can also be used throughout your college years for opportunities such as scholarships and honorary applications.

HOW:

You may enroll in the SDT Program by simply completing a registration form and turning it back into Campus Life in North Hall Room 130. It is your responsibility to keep the information on your SDT updated.

WHERE:

Campus Life Office, North Hall 130

WHEN:

A file can be started at any point in your OSU academic career; however, you are encouraged to start as early as possible, preferably your junior year. Your transcript will be more accurate if you submit entries each year or at the end of each activity.

Please remember that the success of the transcript is totally in your hands.

We know the Student Development Transcript program will be an asset as you continue to pursue your career goals.

OSU-Tulsa
Office of Campus Life
North Hall 130
700 North Greenwood Avenue
Tulsa, OK 74106
(918) 594-8450



STUDENT DEVELOPMENT TRANSCRIPT QUESTIONS & ANSWERS

What may be included on the SDT?

Campus organizations including honorary, governmental, special interest, major interest, religious, professional associations, social, international, community organizations, and volunteer service. Skill level and years of participation are also included.

Is there a fee?

No fee is charged to set-up a SDT file or generate a transcript. A \$1.00 fee is charged for shipping and handling transcripts if you request they be mailed.

Can my transcript be edited?

You may submit changes at any time by filling out an "Involvement" form. You may pick up the form in Campus Life. Redundant entries will be removed by noting an additional year of participation.

Who can validate my entries?

Validation is completed through the Campus Life Office. Volunteer work must be registered with the Campus Life Office.

Who has access to my SDT?

The OSU Campus Life staff and you. You may request official copies by filling out a SDT Request and returning it to Campus Life. SDT Request forms are available in the Campus Life Office.

Can I get an unofficial copy of my SDT?

Students may obtain an unofficial transcript through Campus Life. Campus Life will not mail out unofficial copies of the SDT.

How long are my records kept after graduation?

Records are kept in the computer for five years after your graduation date.

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STUDENT DEVELOPMENT TRANSCRIPT ENROLLMENT FORM

Date form Completed* _____

Last Name* _____ First Name* _____ M.I.* _____

Local Address* _____

City* _____ State* _____ Zip Code* _____

Birth Date* _____ Gender _____

Classification* (circle one) **Junior** **Senior** **Graduate**

Anticipated Graduation Date* _____

Major* _____

Ethnic Group _____
please list—e.g. country of origin, racial group, or religion

*** Indicates Required Information**

I verify that the information provided in this form is complete and accurate as possible.

Student Signature

Date

Return this request in person or by mail to:

OSU-Tulsa
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North Hall 130
700 North Greenwood Avenue
Tulsa, OK 74106
(918) 594-8450



STUDENT DEVELOPMENT TRANSCRIPT REQUEST

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Number of copies needed: _____ Date needed: _____

Telephone Number: (____) _____

To be picked up in the office of Campus Life

Mail to above address (Shipping and handling for transcripts by mail: \$1.00 for up to 25 copies)

Signature _____ Name (please print) _____

Please allow five working days for the verification & production of an official SDT.

Return this request in person or by mail (faxes will not be accepted) to:

The Office of Campus Life
North Hall 130
700 North Greenwood Avenue
Tulsa, OK 74106
(918) 594-8450

Office use only:

Date Received: _____

Initials: _____

Date mailed / picked up: _____