

ONU Student Web Academic Record Services

available 24/7 on the web through Self-Service Banner, the ONU portal

Log into the Ohio Northern University Central Authentication Service with your ONU username and password

View/print Term Grades on the web by:

1. Select 'Student Services'
2. Select 'Student Records'
3. Select 'Final Grades'
4. Select the proper term and click on 'Display Grades'

(Note: Your name and ONU ID are at the top of this web page.)

Grades on the web are viewable as soon as they are entered, HOWEVER hours, points, and GPA are not calculated until all grades for the term are entered and the Registrar's Office has run several processes dealing with repeats, GPA calculation, and academic status usually late on the Monday after finals week.

Request a Transcript on the web by:

Note: There is a limit of three (3) transcript requests per day!

1. Select 'Student Services'
2. Select 'Student Records'
3. Select 'Request Printed Official Transcript' and carefully follow the instructions.

Transcripts can be sent to:

1. External (**not ONU**) College Code
2. One of **Your** Addresses.
3. Internal (ONU) College. **DO NOT USE**
4. Issue to: **You fill in the information the person's or business name on the first page, press 'Continue', then enter the rest of the address on the next page.**

To have a transcript which includes your current term grades sent, you must on the 'Transcript Options' page for 'Print Transcript' must select 'Hold for Grades'.

Review the Status of all Transcripts requested by:

1. Select 'Student Services'
2. Select 'Student Records'
3. Select 'Transcript Request Status'.
4. Select a date
5. Click on 'Submit'

View/print an UNOFFICIAL Transcript on the web by:

1. Select 'Student Services'
2. Select 'Student Records'
3. Select 'Unofficial Academic Transcript'.
4. Click on 'Submit'

(Note: Your name and ONU ID are at the top of this web page.)

View/print your Class Schedule (by Day and Time) by:

1. Select 'Student Services'
2. Select 'Registration'
3. Select 'Student Schedule by Day & Time'

(Note: Your name and ONU ID are at the top of this web page)