Transcript and Replacement Diploma Request Process for WCU students who attended during 1985 or after

- All students who attended in 1985 or later should make requests by logging into myWCU.
  - There has been no change in this process. These students must login to myWCU to request transcripts.
  - Students will now also be able to request a replacement diploma through the Parchment storefront.

To request a transcript or replacement diploma, log into myWCU. Click on “order a Replacement Paper Diploma,” found under “Useful Links” in the “Academic Information” section of the home page.

Students with holds on their accounts will not be able to access this feature until their holds are removed.
Students will be directed to the Main Storefront page.

Students who have not previously signed a consent form will automatically be taken to the Consent/FERPA signature page in step 4 of the order process.

To View All Ordering Options and Place an Order Click Here.
If students select:

- **Mail transcripts**: Students will be directed to a page to enter their mailing name, address, purpose for transcript, and quantity.
- **Pick-up transcripts**: Students will be directed to a page to include the recipient name (*person picking up the transcript*), the purpose for the transcript, and the quantity.
- **Replacement diploma**: Students will be directed to a page to include their mailing name and address, and diploma information.
To order additional items, click “Add Another Item.

After you have added all the items you want to order, click on “Continue.”
Clicking on this icon will take requestors back to the Order Options page where you may add another product if you did not do it on the last screen.

Clicking here will allow you to remove a product from the order.

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**IMPORTANT NOTES:**

- Once you submit your order it cannot be cancelled nor monies refunded. Please make sure you verify all information for accuracy, especially the mailing address, before submitting the request.
- Courses in-progress for the current term will not appear on an official transcript.
- **Final grades are official and posted to transcripts the Thursday following final exams at 12pm.** Even if grades are showing on MyWCU or your unofficial transcript prior to that day/time, the Registrar’s Office is still processing end of term grades so changes may occur.
- Transcripts will not be processed for students with holds on their account for financial or other obligations to the University.
Students (first time requestors) who have **not previously** signed the FERPA consent page will now be directed to do so:

Consent form to release academic records

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By checking the box below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Education's website for further information regarding FERPA.

**Please sign the signature area below**

Use the mouse to sign the form in the box provided, then click "accept and continue."
Signature Verification page

Please verify your signature below

[Signature Image]

Go Back and Re-Sign  Accept Signature and Continue

Returning users will be directed to screen below instead of the consent page:

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order
Payment Page - Enter payment information

Payment Method:

We accept:  

Card Owner's Name:  Jay Jay Jetplane
Test Card Number:  4111111111111111
Expiration Date:  November  2015
CVV Number (More Info)  111

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.

Wanda Williams
123 House
Avondale, PA 19311
United States

Change Billing Address

Confirm the billing address and either click "Change Billing Address" to make corrections, or "Next" to continue.
After confirming the billing address, students will confirm the document request information and shipping address.

FAQ and other notes

- How will my credit card be charged?
  - Upon submitting an order a hold will be placed on your card in the order amount. This is Parchment’s way of confirming that payment can be received.
  - The charge will not be processed until the order is processed by WCU.
• Students with holds on their accounts will be automatically prevented from entering Parchment’s site through myWCU.

• How do I indicate a different or changed name?
  o When creating a new account, the student should include their previous name in the “previous name” field. (This field will only be visible to Legacy/Self-Registered students.)