

## Students who attended WCU before or during 1984: Order transcripts & replacement diplomas via Parchment

- All students who attended WCU during 1985 **or later** may **only** request transcripts and replacement diplomas by logging into myWCU. Do not follow these steps if you attended after 1985.
- All students who attended WCU **before** 1985 can now utilize Parchment's self-registration functionality to order transcripts (mail/pick-up only - no E-transcripts) and replacement diplomas.

### Registering in Parchment

Follow this link to the Parchment storefront.

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=3DIVuJSeURjRllcg](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=3DIVuJSeURjRllcg)

**1. Login or Register**    2. Select Documents    3. Order Details    4. Provide Consent    5. Payment    6. Review Order

New User

WCU alumni who attended **before** 1985 can use this page to request a transcript or a replacement diploma.

If you attended WCU **after 1985** you cannot request transcripts via this page. For security reasons you must submit an order by first logging into the WCU portal. Orders placed via this site for students who attended after 1985 will be cancelled. To accessing the ordering site:

1. Log in to your school portal at <http://my.wcupa.edu>
2. Click on the Order Official Transcript link- to order a transcript
3. Click on the Order Replacement Diploma link - to order a replacement diploma

For alumni who attended **before 1985**:

To request a transcript or replacement diploma you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign In.

If this is your first time using the online order system, please click Create Account and enter the required information. Once your account is created you will be able to request transcripts and replacement diplomas online and track the status of your orders.

**\*\*\*NOTE: Please use either Mozilla Firefox or Google Chrome as your internet source.\*\*\***

Create Account

Returning Users

In order to continue, please login to your account.

Email Address:


Password:

The first time students place an order they will need to use the "create account" feature.

If they have previously created an account, students enter as **returning** users.

Note: only one account can be setup for each email address.

## Create Account



**1. Login or Register**
2. Select Documents
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**NOTE:** If you have already created an account, please [login](#).

Information

Red Asterisked Items under the Authentication Details section must match exactly in order to verify your identity within our system. All other items will be used to authenticate your identity. Please complete the entire form. Email Address and Password are required to create an account.

**NOTE:** If you have already created an account, please login.

Address Details

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	* (Military Address)
State/Province:	<input type="text" value="Please select ..."/>	*
Post/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="United States"/>	*

The "Create Account" page collects the student's information:

**Bio info:** name, address, telephone number.

**Authentication Info:** Date of birth, year of graduation, Degree sought, **previous names**, last 4 of SSN.

Allows users to select a secure password.

There is an authentication at the bottom that requires users to enter a code.

Type the characters as they appear below. If you cannot read characters. Refresh as many times as necessary.



After creating a new account, or when logging in as a returning user, students will be directed to the [Main Storefront page](#).



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## West Chester University Transcript Ordering Portal

Hello Jay Jay!

**i** We do not have consent to release your academic records on file. Please go to the [My Accounts](#) page for instructions on how to provide consent. If you have already returned your signed form, please disregard this message.

### Office of the Registrar

25 University Avenue, West Chester, PA 19383  
Mon-Fri 8-4:30pm except Wednesday when office opens at 9am.

[To View All Ordering Options and Place an Order Click Here.](#)

#### Official Electronic Transcript (New!)

Available to students who attended WCU after 1985. Request your official transcript delivered to any valid email address via secure certified PDF. The Office of the Registrar will process orders within one to two business days, but once processed - it is delivered!

#### Official Paper Transcript

Paper transcripts are processed within 1-3 business days (up to 5-7 days for high volume periods) and delivered by First Class U.S. Mail. You may choose to pick-up your paper transcript from the Registrar's Office.

*\* High volume periods are the start and end of each term/session.*

#### Replacement Diploma

Order a replacement diploma. Students may only order one copy of their diploma. The processing time is typically 6 weeks.

[To View All Ordering Options and Place an Order Click Here.](#)

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.

Click here to see options and start the process to place an order.

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West Chester University Documents

Please select the document type that is appropriate for you and your intended recipient.

Click on the product name to open the "Order Details" page, and enter order information.



**Mail transcript for students who attended prior to 1985**

Order a paper copy of your official transcript. Paper transcripts are generally processed within 1 business day, but may take up to 2 business days depending on volume. Transcripts are delivered by...



**Pick-up transcript for students who attended prior to 1985**

Order a paper copy of your official transcript to be picked up. If someone other than you is picking up the transcript, you must add their name below as the recipient. Only you or the recipient...

\$7.00



**Replacement Diploma**

Order a replacement diploma. Students may only order one copy of their diploma. The processing time is typically 6 weeks. **IMPORTANT NOTES:** Once you submit your order it cannot be cancelled nor...

\$7.00

**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.

**Order Options**

Name displayed on diploma\*

Test Student

Mailing Method

Standard (USPS)

Graduation Year\*

2000

Major\*

Political Science

Replacement diploma degree

Bachelor of Arts

To order additional items, click "Add Another Item."

Add Another Item

After you have added all the items you want to order, click on "Continue."

Continue


**Order Details page** confirms the selections that were made.

1. Login or Register    2. Select Documents    **3. Order Details**    4. Provide Consent    5. Payment    6. Review Order

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Your Shopping Cart Contents

**Total Items: 1    Amount: \$7.00**

Qty.	Document Name	Unit	Total	
1	 <a href="#">Pick-up transcript for students who attended prior to 1985</a>	\$7.00	<b>\$7.00</b>	<a href="#">Remove</a>
<b>Mailing Method</b> - Pick-up <b>Recipient Name</b> - Wanda Williams <b>Document Date</b> - 06/18/2015 6:14:17				
<b>Sub-Total: \$7.00</b>				

[View Shopping Cart](#)    [Continue Shopping](#)    [Checkout](#)

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 requestors to remove a product from the order.

Students will then be directed to the [FERPA consent page](#)

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Consent form to release academic records

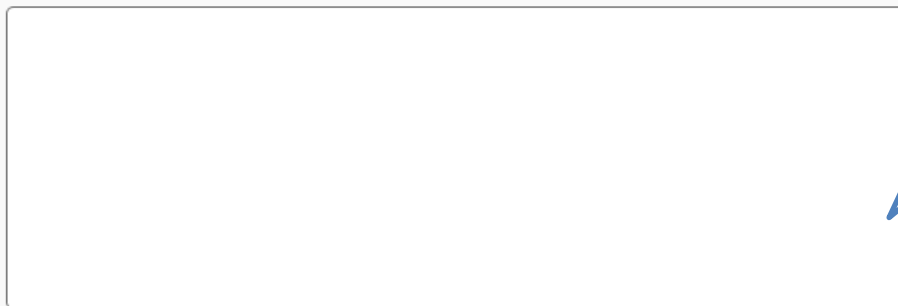
### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

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 students 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 Educations website](#) for further information regarding FERPA

**Please sign the signature area below**



Clear Signature

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

Accept and Continue

## Signature Verification page

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

**Please verify your signature below**




If your signature is accurate, select "Accept Signature and Continue," and you will be directed to the payment step.

Go Back and Re-Sign      Accept Signature and Continue

## Payment Page

1. Login or Register
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Payment Method

 **Authorize.Net**  
SECURE CHECKOUT

After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

**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.

Back      Next

**Review Order page**, students have one final chance to review their billing and order information before being directed to the Secure Checkout site for payment.



1. Login or Register
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Confirm Your Billing Info:

**Billing Address: (\*Must match the address associated with your credit card)**

Wanda Williams  
123 House  
Avondale, PA 19311  
United States

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Pick-up transcript for students who attended prior to 1985	1	\$7.00	\$7.00
<b>Mailing Method</b> - Pick-up			
<b>Recipient Name</b> - Wanda Williams			
<b>Document Date</b> - 06/18/2015 6:14:17			
<b>Purpose For Transcript</b> - Employment			
<b>Sub-Total:</b>			<b>\$7.00</b>
<b>Total:</b>			<b>\$7.00</b>

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

**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.



## 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.
- How do I indicate a different or changed name?
  - **When creating a new account**, the student should include their previous name in the "previous name" field.

Date of Birth:	--	--	----	*
Year Graduated or Year Last Attended:	----	*		
Degree Received or Degree Sought:	<input type="text"/>			
Name While Attending:				
Title:	<input type="text"/>			
First Name:	<input type="text"/>			*
Middle Name:	<input type="text"/>			
Last Name:	<input type="text"/>			*
Suffix:	<input type="text"/>			
Dates Attended:	----	to	----	*
Last 4 SSN:	<input type="text"/>			* (eg. 1234)
Student ID:	<input type="text"/>			Student ID
Previous Names:	<input type="text"/>			