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=3DIVuJSeURiRIlcg

**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

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

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.
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.
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.”

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

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

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

### 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

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

Payment Page

Payment Method

Authorize.Net

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

Confirm the billing address and either click “Change Billing Address” to make corrections, or “Next” to continue.
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.

Confirm Your Billing Info:

Billing Address: (‘Must match the address associated with your credit card)
Wanda Williams
123 House
Avondale, PA 18311
United States

Confirm Your Document Request:

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

Sub-Total: $7.00
Total: $7.00

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 daytime, 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.