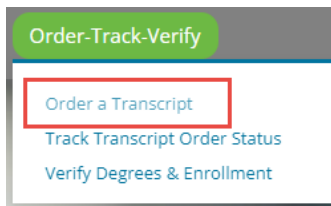


## How to Order Your WCU Transcript

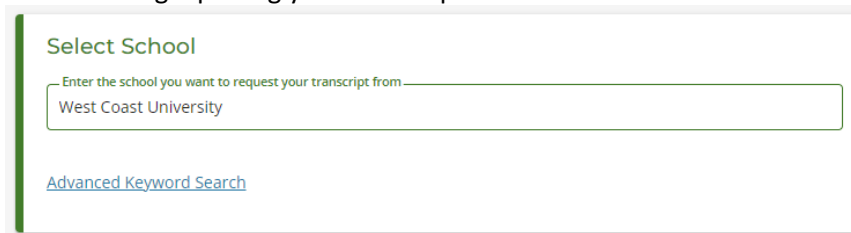
Follow the steps outlined below to place an order for your WCU Transcripts via National Student Clearinghouse.

*Note: If the **Continue** button is greyed out in any of the sections, then that means some required information was not completed.*

1. Navigate to the National Student Clearinghouse website: <https://www.studentclearinghouse.org/>. Hover over the **Order-Track-Verify** green button and click on **Order a Transcript**.

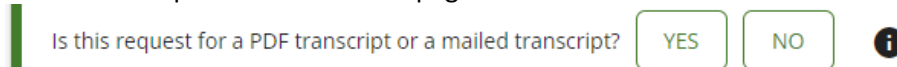


2. Select **West Coast University** in the school field and click on **Continue**. Review the information on the next page carefully as it contains cost and expected processing time for transcript orders. Click on the **Order Transcript(s)** button to begin placing your transcript order.



The image shows a "Select School" form with a search input field containing "West Coast University" and a link for "Advanced Keyword Search".

3. Fill out the required information in the Personal and Student Identification Information sections. For the question **"Is this request for a PDF transcript or a mailed transcript?"**, please note the following selections. Click on **Continue** and proceed to the next page.

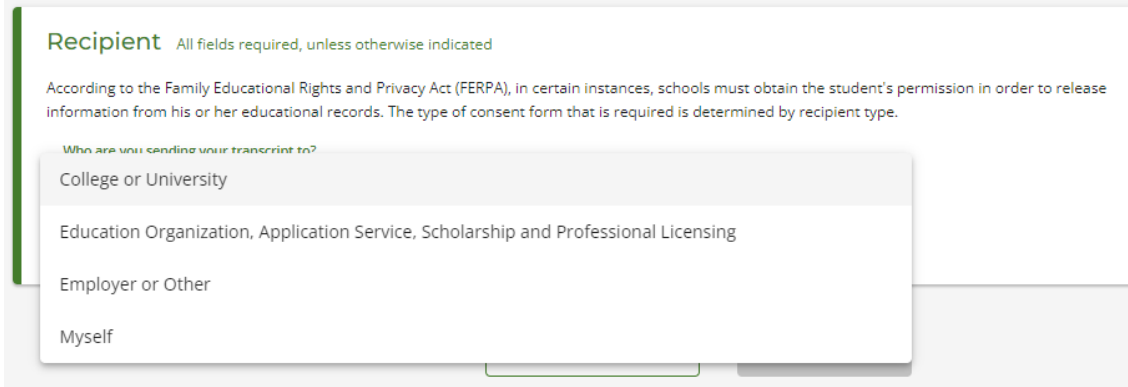


The image shows a question: "Is this request for a PDF transcript or a mailed transcript?" with two buttons: "YES" and "NO". An information icon is also visible.

- **Yes** = You want the transcript to be electronically delivered or postage mailed
- **No** = You want to pick up the transcript at the campus

4. Fill out the required information in the **Contact Information** section and click on **Continue** to proceed to the next page.

5. Select the appropriate recipient for your transcript order and click on **Continue** to the next page. If your recipient is not listed, please select “Not Listed” and you will be prompted to enter the recipient information in a later screen.



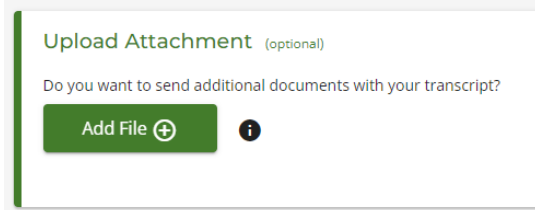
**Recipient** All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?



- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

6. Select the appropriate responses for the Processing Details and Delivery Information sections. Please note the different timeframe you can select for when you want your transcript to be processed:
- **Process As Is** = Current transcript – no delay in processing
  - **After Degree is Awarded** = Only process the request after the degree is posted and student is in a graduate status
  - **After Grades are Posted** = Only process the transcript order after final grades are posted for the most recent term
7. You will be able to upload attachments here if there are any documents need to be sent along with your transcripts.



**Upload Attachment** (optional)

Do you want to send additional documents with your transcript?

**Add File**  

8. Review the final details in the last sections, click on **Add to Cart**, and provide your consent to release your transcript.
9. In the final Checkout section, you will be able to see the total cost of your order. Fill in your payment information and click on **Submit Order** to place your transcript order.