

## **Mt. Aloysius Transcripts:**

### **(AP Chemistry, AP Biology, AP Calculus and AP US History)**

*Students can request an official transcript through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com). The site will walk you through placing your order, including delivery options and fees. A processing fee will be charged per recipient and order updates will be emailed to you. You can also track your order online.*

*At the Clearinghouse website, use the drop down area to select **Mount Aloysius College** and then complete the form. When it asks for a student ID #, just skip that box if you do not know it. Be sure to sign the consent at the end of the form.*

*A faxed transcript is unofficial.*

*An e-mailed transcript that is sent to a 3rd party (ie: your future college or employer) is an official transcript.*

*Mailed transcripts are official.*

## **Seton Hill transcript:**

### **(Spanish III, Spanish IV, AP Spanish)**

Seton Hill University offers online ordering for *official* transcripts through the National Student Clearinghouse (NSC).

To order an *official* Seton Hill University transcript click here:

<https://tsorder.studentclearinghouse.org/school/ficecode/00336200>.

The fee for each transcript ordered is \$10 payable through the NSC site.

## **WCCC Transcript and Attendance Forms**

### **(Honors Financial Accounting II and AP Psychology)**

When it's time to request a copy of your Westmoreland Transcripts, please follow the steps below.

Visit our [Transcript Request Information Page](#) for detailed information.

<https://westmoreland.edu/resources/transcript-attendance-forms.html>

**Unofficial Transcripts** can be obtained by the student at any time, by logging into your Student Portal. In order to access your Student Portal, please visit the [Westmoreland website](#) and click on "My Westmoreland" at the top of the page. <https://westmoreland.edu/>

- You will log into the Student Portal using the same log-in name and password as you have always used to gain access to your school information, class schedules, etc.
  1. Your User Name: "LastNameFirstInitial"

2. Your Password: “FirstInitialLastInitial7DigitStudentID” unless you changed it at some point, on your own.
3. Once you’ve logged in, you can access your grades/unofficial transcripts through the “My Grades” tab on the left-hand side of the page.
4. If you have any issues accessing the student portal or your grades, please contact IT at [helpdesk@westmoreland.edu](mailto:helpdesk@westmoreland.edu) or 724-925-5921.

It is important to remember that Unofficial Transcripts, are typically only accepted temporarily by many schools or institutions, while you await a copy of your **Official Transcripts**. Most educational establishments require Official Transcripts when processing your information. It’s wise to request your official records as soon as possible, in order to avoid delays.

**Official Transcripts** can be obtained by visiting the official [Student Clearinghouse website](#), and answering the necessary questions. This is a relatively easy process and you will receive an electronic copy of your Official Transcripts in a timely manner. The cost of requesting Official Transcripts is \$10.25. <https://tsorder.studentclearinghouse.org/school/select>

- You will receive an electronic copy of your Official Transcripts to the email address which you provide, within 24 hours of your request.
- You will be able to pay the \$10.25 fee online at this time.
- You can print the Official Transcripts, or email them directly to the school/institution requesting the copy.
- You can also request a paper copy of the Official Transcripts to be mailed to you.
  1. It will take longer for paper copies to arrive, but some schools require them.
  2. When receiving a paper copy in the mail, it is common for the requesting school or institution to require you to leave the Official Transcripts in the original **SEALED** envelope in which they arrived.

**Non-Credit Transcripts** are available to students who took classes or trainings that did not involve credit earnings, but were necessary for their employment or professional development. Non-Credit Transcripts can be requested by completing [the application on our website](#).

<https://w3cadmin.wufoo.com/forms/k11mgfn5070vnho/>