

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. 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 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/>