WVU Parkersburg Early College Transcript Guide

Students who complete Early College courses at WVU Parkersburg have an academic transcript. There are two types of transcripts:

Unofficial Copy *Use for your own records and sometimes to apply for jobs, no cost*
Official Copy *Use when applying to schools and jobs, $12.50-$13.50*

Turn to the back to see how to access your Official Copy.

Unofficial Copy

1. Go to *wvup.edu/OLSIS.*

2. Login with your *Username and Password.* Your username and password for OLSIS are the same as your Blackboard username and password.

3. Click on *Academic Transcript.*

4. Select your *Transcript Leve*l and *Transcript Type.*

This is an unofficial copy of your transcript that can be printed by right-clicking and selecting print.

Parkersburg West Virginia University® EARLY COLLEGE

For any questions, please call 304.424.8310 or email records@wvup.edu.

WVU Parkersburg Early College
Transcript Guide

Official Copy

1. Go to *wvup.edu/transcripts.*

2. Click on *National Student Clearinghouse.*

3. Type *West Virginia University at Parkersburg* and press *continue.*

4. Read the page titled *School Notifications*. It is important for your transcript to be ordered correctly to be processed in a timely manner.

5. Enter your personal information. You can find your WVU Parkersburg ID number at *findmyid.wvup.edu* OR you can type in your *Social Security number* (without dashes).

6. Enter your current *Mailing Address* and *Contact Information.*

7. Choose who you are sending your transcript to from the drop down list: *College or University, Education Organization, Application Service and Scholarships, Employee or Other, or Myself.*

8. Under *Processing Details*, select the type of transcript you want sent:

    - *Current Transcript* - This transcript will process immediately. Ensure that your grades have been posted before ordering this transcript. Grades are posted about a week after final exams.
    - *After Grades Are Posted* - This transcript will process immediately after grades are posted. You would select this option if you are currently enrolled in classes and have not yet completed them. Do not select this option if you have already completed your courses and the grades are already posted.

    - *After Degree Is Awarded* - This option will be rare for Early College Students

9. Under *Delivery Information*, select how you want your transcript sent: *Electronic ($1 fee), Mail, or Hold for Pickup.*

10. Enter *Recipient Information*. Ensure that you include the proper delivery information, which may be an email address or a physical address. If you are sending your transcript to another school, you would put that school's name as the recipient and their information. If you selected *Hold for Pickup* during #9, the recipient would be your name.

11. Proceed to *Checkout Menu* ($10 per copy with a $2.50 online processing fee).

You can complete an official transcript request through your *OLSIS* account.
After logging in OLSIS, select *National Student Clearinghouse.*
Select *Order A Transcript* and follow steps 4-11.

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