

Transcript and Replacement Diploma Request Process for WCU students who attended *during 1985 or after*

- All students who attended in 1985 **or later** should make requests by logging into myWCU.
 - There has been **no change** in this process. These students must login to myWCU to request transcripts.
 - Students will now also be able to request a replacement diploma through the Parchment storefront.

To request a transcript or replacement diploma, log into myWCU. Click on “order a Replacement Paper Diploma,” found under “Useful Links” in the “Academic Information” section of the home page.

Academic Information

Advisor

You have no advisor assigned. If you are an undergraduate student, please contact the Chairperson of your major department.

Plan Information

You have no Plan assigned

When Do I Schedule

You are not eligible to enroll in classes for this term - 2015 Fall, click on 'More Information' for details

[Click Here for More Information](#)

Credit Summary

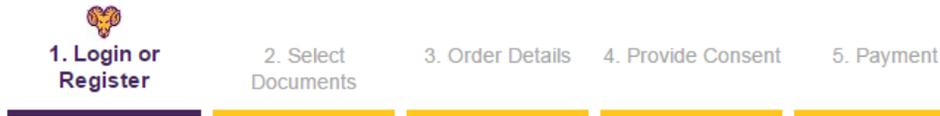
CumGPA	TranCr	CumCr+NotGRD-(Remed + DupCr)	=AdjCr			
2.920	0.00	142.00	0.00	3.00	0.00	139.000

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Apply for Graduation	My Academics
Change my address	
Order a Replacement Paper Diploma	

Students with holds on their accounts will not be able to access this feature until their holds are removed.

Students will be directed to the [Main Storefront page](#).



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.

West Chester University Transcript Ordering Portal

Hello Jay Jay!

 We do not have consent to release your academic records on file. Please go to the [My Accounts](#) page where you will find instructions on how to provide consent. If you have already returned your signed form, please disregard this message.

Office of the Registrar

25 University Avenue, West Chester, PA 19383
Mon-Fri 8-4:30pm except Wednesday when office opens at 9am.

[To View All Ordering Options and Place an Order Click Here.](#)

Official Electronic Transcript **(New!)**

Available to students who attended WCU after 1985. Request your official transcript delivered to any valid email address via secure certified PDF. The Office of the Registrar will process orders within one to two business days, but once processed - it is delivered!

Official Paper Transcript

Paper transcripts are processed within 1-3 business days (up to 5-7 days for high volume periods) and delivered by First Class U.S. Mail. You may choose to pick-up your paper transcript from the Registrar's Office.

** High volume periods are the start and end of each term/session.*

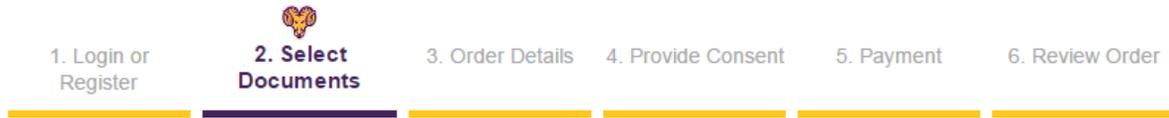
Replacement Diploma

Order a replacement diploma. Students may only order one copy of their diploma. The processing time is typically 6 weeks.

[To View All Ordering Options and Place an Order Click Here.](#)

Click here to see options and start the process to place an order.

Ordering Page



West Chester University Documents

Please select the document type that is appropriate for you and your intended recipient.

	eTranscript Order a secure, certified PDF of your transcript. E-Transcripts are generally emailed within 90 minutes from the time of order. This includes nights and weekends. Please confirm with the...	\$7.00
	Paper Transcript - Mailed Order a paper copy of your official transcript. Paper transcripts are generally processed within 1 business day, but may take up to 2 business days depending on...	\$7.00
	Paper Transcript - Pickup Order a paper copy of your official transcript to be picked up. If someone other than you is picking up the transcript, you must provide the recipient's name and address. Only you or the...	\$7.00
	Replacement Diploma Order a replacement diploma. Student diploma. The processing time is typically 1-2 business days. Once you submit your order it cannot be cancelled.	\$7.00

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

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.

Product Description

Order a replacement diploma. Students may only order one copy of their diploma. The processing time is typically 6 weeks.

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.
- Diplomas are available typically two months after a student's final semester grades have been issued.

Address

Mailing Name: *

(Institution, Building, Person, etc.)

Mailing Address 1: *

(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

Mailing City: *

**(Military Addresses: enter APO, DPO, or FPO)*

Mailing Postal Code: * 

Mailing Country: *

Mailing State: * 

Order Options

Name displayed on diploma*

Mailing Method

Standard (USPS)

Graduation Year*

Major*

Replacement diploma degree

Associate of Arts 

To order additional items, click "Add Another Item."

Add Another Item

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

Continue



1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Your Shopping Cart

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.

Total Items: 1 Amount: \$7.00

Qty.	Document Name	Unit	Total	
1	 Replacement Diploma	\$7.00	\$7.00	Remove
<p>Name displayed on diploma - Jay Jay Jetplane Mailing Method - Standard (USPS) Graduation Year - 1983 Major - aerospace science Replacement diploma degree - Bachelor of Science Document Date - 06/25/2015 6:15:36</p> <p>Ship To: Jay Jay Jetplane 1 Runway Ave Airport City, Alabama 19111 United States</p>				

Clicking here will allow you to remove a product from the order.

Sub-Total: \$7.00

Update Shopping Cart

Continue Shopping

Checkout

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 day/time, 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.

Students (first time requestors) who have **not previously** signed the FERPA consent page will now be directed to do so:



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 students 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 Educations website](#) for further information regarding FERPA

Please sign the signature area below

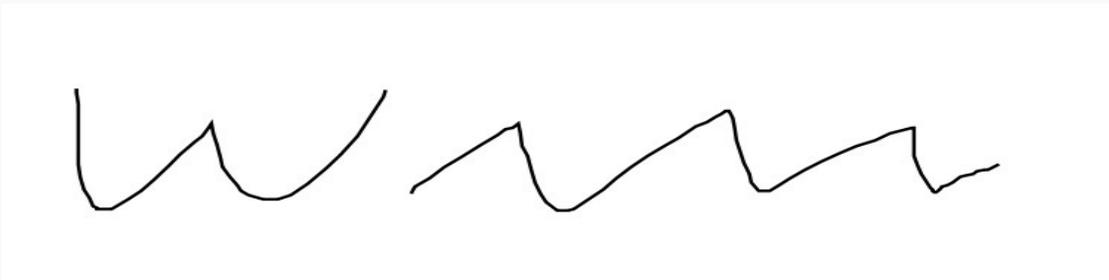
Clear Signature

Use the mouse to sign the form in the box provided, then click "accept and continue."

Signature Verification page

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA

Please verify your signature below



Go Back and Re-Sign Accept Signature and Continue

Returning users will be directed to screen below instead of the consent page:

fall 2020 **Kinesiology**

1. Login or Register
2. Select Documents
3. Order Details
- 4. Provide Consent**
5. Payment
6. Review Order

Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order

Next

Payment Page - Enter payment information

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent


5. Payment

6. Review Order

Payment Method

We accept:



Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number ([More Info](#))

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

[Change Billing Address](#)

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

[Back](#)

[Next](#)

After confirming the billing address, students will confirm the document request information and shipping address.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Replacement Diploma	1	\$7.00	\$7.00
Name displayed on diploma - Jay Jay Jetplane			
Mailing Method - Standard (USPS)			
Graduation Year - 1983			
Major - aerospace science			
Replacement diploma degree - Bachelor of Science			
Document Date - 06/25/2015 6:15:36			
Ship To: Jay Jay Jetplane 1 Runway Ave Airport City, Alabama 19111 United States			
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.

Back

Confirm

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 day/time, 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.

- Students with holds on their accounts will be automatically prevented from entering Parchment’s site through myWCU.
- 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. (This field will only be visible to Legacy/Self-Registered students.)

Date of Birth: -- -- , *

Year Graduated or Year Last Attended: ---- *

Degree Received or Degree Sought: *

Name While Attending:

Title:

First Name: *

Middle Name:

Last Name: *

Suffix:

Dates Attended: ---- to ---- *

Last 4 SSN: * (eg. 1234)

Student ID: Student ID

Previous Names: