How to request a TRANSCRIPT for college credits I earned through Tech Prep College Connections while I was in High School

You can print a free, <u>UNOFFICIAL</u> transcript for your own use. You must order an OFFICIAL transcript to send to another college to request to transfer the college credits you've earned.

http://www.techprepcc.org/transcripts.html

- All eligible students will receive notification that they have received college credit, **directly from the college awarding credit**, by email and/or mail to your home address, in **mid August**.
- The colleges transcribe ALL eligible Tech Prep students from the <u>prior school year</u> at one time – during the college's **summer quarter**.
- The notice you receive will have your college assigned **S**tudent **I**dentification **N**umber (**SID**)
- You will need your **college assigned SID** to order college transcripts! If you do not receive your notice or cannot find your SID number you can find it by logging into the registration site (where you originally signed up for your course: http://sers.techprepwa.org/) Once logged in, go to your profile page (click "View/Update Profile").Your college SID will be at the bottom left of the page.
- You will need your SID and PIN to view transcripts online (default PIN = birth date (MMDDYY).
- To order an official transcript, students should contact the college that awarded their credit. *Links to do so are included below.* We recommend the mail in option versus the online option. If you do choose to use the online option (National Student Clearinghouse) PLEASE follow my advice:
- o There is an issue with our students using the National Clearinghouse due to us not requiring Social Security numbers to register. The matching process used by the National Clearinghouse and the colleges is based on social security numbers, which we do not require. If you want to order online, choose this option when asked to input SID and PIN: "Request your transcript without SID or PIN" when logging in (even though you have your SID and PIN). This will bypass the glitch!

Here's how to request your transcript:

College	Web Site	Phone #
Bellevue College	http://www.bellevuecollege.edu/services/	425.564.2222
Cascadia Community College	http://www.cascadia.edu/current/kodiak/toolbox.aspx	425.352.8000
Lake WA Institute of Technology	http://www.lwtech.edu/current_students/transcripts/default.aspx	425.739.8104
Shoreline Community College	**Official Transcript:** http://www.shoreline.edu/enrollment-services/registration/transcript-request.aspx **Unofficial Transcript:** https://wts.shoreline.edu/waci002.html	206.546.4614

IMPORTANT REMINDER: *By enrolling in this program you are creating a REAL college transcript that will become a part of your <u>permanent college record</u> and a permanent part of your future college GPA.* **You will not receive college credit if you did not earn a "B" grade or higher.**

Need Help? Contact Tech Prep at: 425.564.6158 OR techprep@bellevuecollege.edu

Trouble transferring your college credits to a University? Contact us. While there is no guarantee that credit will transfer to any university, there is a chance. You are your best advocate when trying to transfer your credit. We cannot guarantee transferability to specific schools. It is always up to the receiving institution to decide if they will accept transfer credits, and it is determined on a case by case basis. If students have trouble transferring a class, we recommend they try going into the specific department at the college/university to request a program advisor evaluate his transcript instead of the general evaluations that happen in the registration office.   We can send you the competencies of the courses that you have articulated and those can be taken along with transcripts to a specific program advisor to have the transcript and competencies reviewed.