

Ordering a Transcript or a Transcript with Class Rank

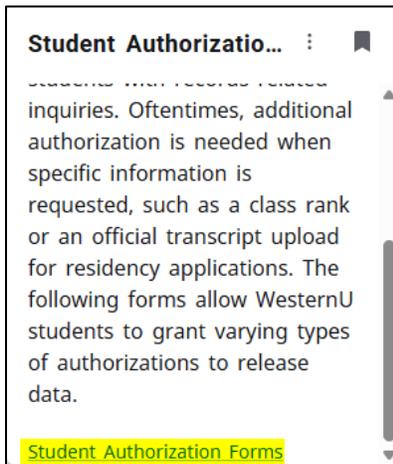
Class Rank Request

To order a class rank, you will need to login to the [My Portal](#). If you don't require your class rank to be included with your transcript, you may skip this step and go straight to the section titled "How to Order an Official Transcript"

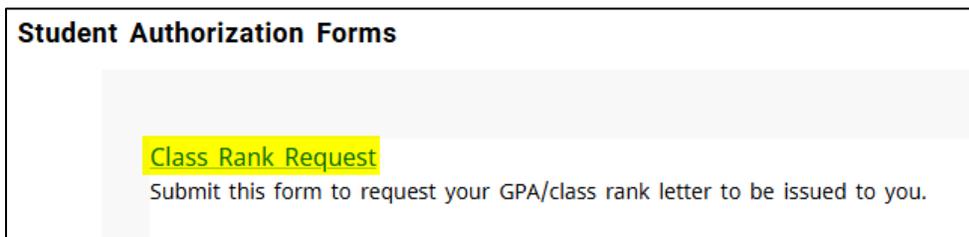
Locate the **Student Authorization Forms** card.



Once located, scroll down and click the **Student Authorization Forms** link.



Click the **Class Rank Request** link located at the top of the authorizations page.



Ordering a Transcript or a Transcript with Class Rank

You will be redirected to complete the **Class Rank Request form**.

A message will show up asking you if you would like to **‘Submit New Request’** or **‘View Current Rank’**.

Rank Report Request

This form is used to request your class rank. Class rank is the relative numerical position of a student in their graduating cohort, calculated by grade point average. Once your request is processed, you will receive a memo which contains your class rank and your cumulative grade point average.

Click on the **Submit New Request** button to request an official class rank document, which will be provided to you via your desired delivery method: Hold for Pick-Up, Mail, or Email to WesternU account.

Click on **View Current Rank** to view an unofficial class rank document, which will be immediately viewable on your screen. The unofficial document is view-only and cannot be saved or printed.

If you have not earned at least one official grade (i.e., your current GPA is 0.00) or if you are in any of the following groups, then a class rank cannot be produced for you:

- Inactive Students
- Transfer Students
- Non-Degree Students
- DO 3rd Year Osteopathic Manipulative Medicine Fellows
- DO 4th Year Osteopathic Manipulative Medicine Fellows
- All DO/DONW 2022 Legacy Curriculum Students
- All DO/DONW 2021 and previous classes
- All DO Graduates from 2012 and after*
- MSHS
- PharmD (Classes previous to 2008)

*If you are a DO Graduate from 2012 and after, please contact us at registrar@westernu.edu from your WesternU email address and we will prepare a manual class rank document for you and email it to you as a PDF attachment. In your request, make sure to include the legal name under which you attended WesternU and other identifying information such as your date of birth, academic program, etc., so that we can locate your student record and provide your class rank to you.

[Submit New Request](#) [View Current Rank](#)

If you plan to request an official transcript *with* class rank, please be sure to select the **Submit New Request** option to receive your official class rank document so that you can add it to your transcript request.

How to Order an Official Transcript

Now that you have your class rank PDF ready to go, you are able to order an official transcript through the **National Student Clearinghouse**. (Link: [National Student Clearinghouse](#)).

Begin by Selecting Western University of Health Sciences from the **‘Select School’** menu. Then, click the **‘Continue’** button.

Order a Transcript

[Learn How the Process Works >](#)

Select School

Enter the school you want to request your transcript from

[Advanced Keyword Search](#)

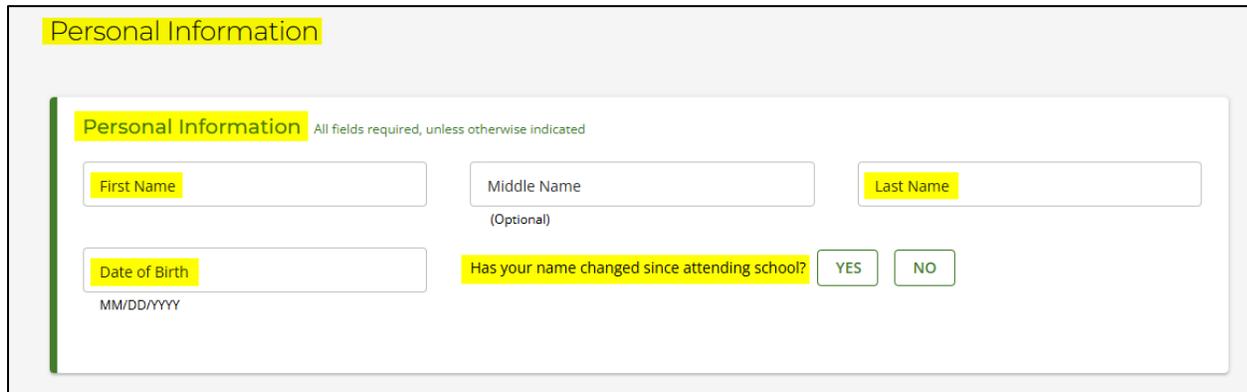
[Continue](#)

Ordering a Transcript or a Transcript with Class Rank

Read the **School Notifications**, **Clearinghouse Notifications**, and **Terms of Use**. It will give you information regarding processing times, delivery options, class ranks, and refund policy. Begin by clicking on 'Order Transcript(s)'.



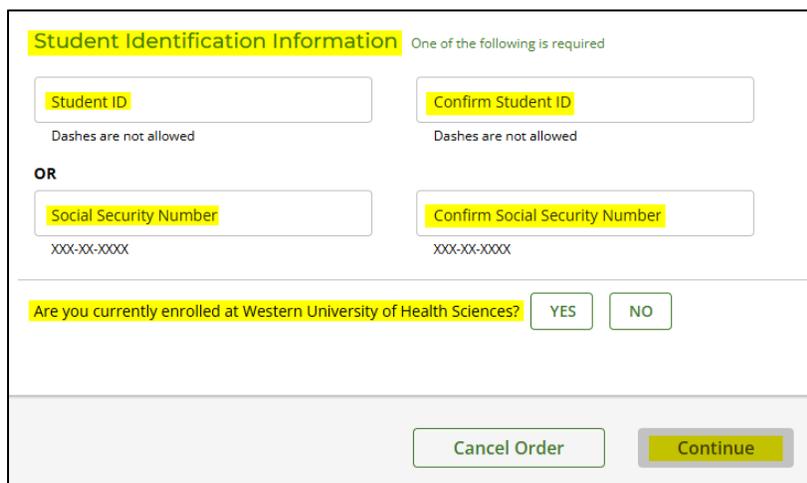
Enter your **Personal Information** and **Student Identification Information**.

A form titled "Personal Information" with a subtitle "All fields required, unless otherwise indicated". It contains input fields for "First Name", "Middle Name (Optional)", and "Last Name". Below these are a "Date of Birth" field with the format "MM/DD/YYYY" and a question "Has your name changed since attending school?" with "YES" and "NO" radio buttons.

If you select **yes** to the name change, please enter your name that was in system while attending WesternU.

A form titled "My Name While Attending School" with input fields for "First Name", "Middle Name (Optional)", and "Last Name".

If you do not remember your Student ID, please enter your Social Security Number.

A form titled "Student Identification Information" with a subtitle "One of the following is required". It offers two options: "Student ID" and "Confirm Student ID" (both with "Dashes are not allowed" below), or "Social Security Number" and "Confirm Social Security Number" (both with "XXX-XX-XXXX" below). At the bottom, there is a question "Are you currently enrolled at Western University of Health Sciences?" with "YES" and "NO" radio buttons. At the very bottom are "Cancel Order" and "Continue" buttons.

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Select whether you are currently enrolled at WesternU. If you select **no** type in the **Year From** and **Year To**.

Are you currently enrolled at Western University of Health Sciences?

YYYY YYYY

Once all the information is completed select '**Continue**'.

You will then enter your **Contact Information**.

Contact Information All fields required, unless otherwise indicated

Street number and name or PO Box

Building, campus box, floor, apt, suite (Optional)

(xxx) xxx-xxxx

It will then ask you if you would like to receive **NSC Message updates** to your phone number that you provided. It will also ask if you would like to allow the school to use your information to update your records.

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use](#) | [Privacy Policy](#)

Allow the school to use this information to update their records?

Once information is filled out, please select '**Continue**'.

Ordering a Transcript or a Transcript with Class Rank

You will then select who you will be sending your transcript to.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

If you select '**College or University**', please select the **Country and State/Territory/APO**.

Who are you sending your transcript to?
College or University

Country
United States

State/Territory/APO

You will then be asked to select the school you are sending your transcript to. If you cannot find the school in the drop-down menu, select Not in List. You can then enter the School Name and Department Name.

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University

Country
United States

State/Territory/APO
California

Enter and select the school you are sending your transcript to
Not in List

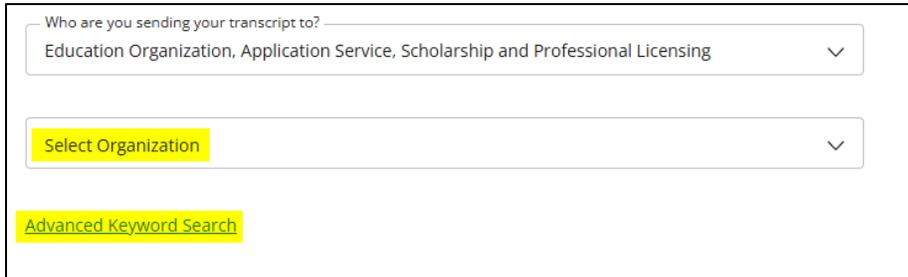
[Advanced keyword search to find school](#)

Enter School Name
California State College / University

Department Name
(Optional)

Ordering a Transcript or a Transcript with Class Rank

If you select '**Education Organization, Application Service, Scholarship, and Professional Licensing**' please select the **Organization** from the drop-down list. If you cannot find the Organization, you may need to use the **Advanced Keyword Search**.

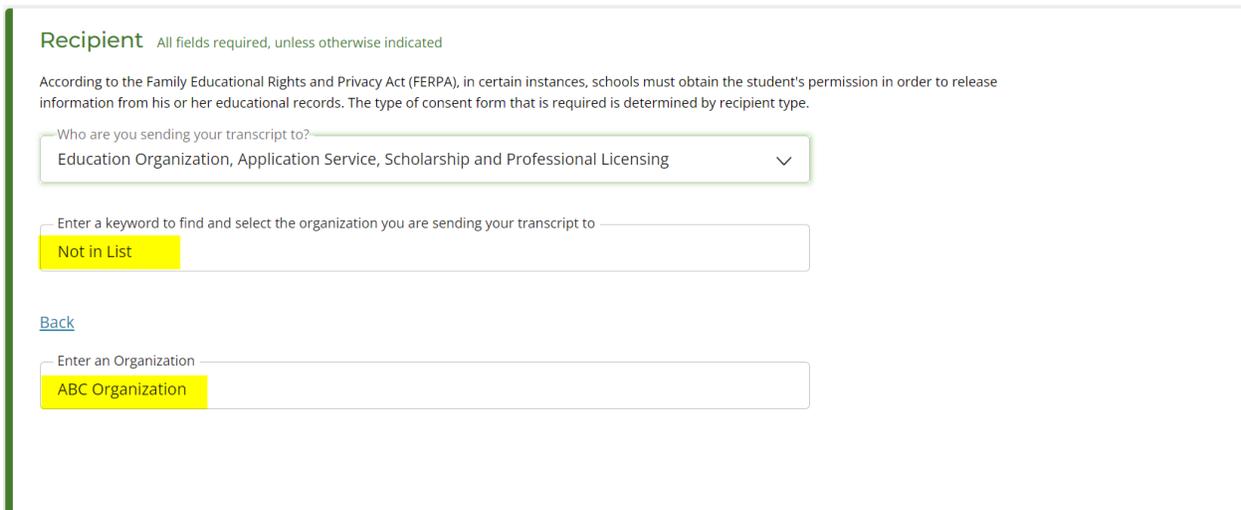


Who are you sending your transcript to? —
Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

Advanced Keyword Search

If you cannot locate the **Education Organization, Application Service, Scholarship, or Professional Licensing** agency via the **Advanced Keyword Search**, please select **Not in List** in the Advanced Keyword Search dropdown menu and enter the name of the organization.



Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

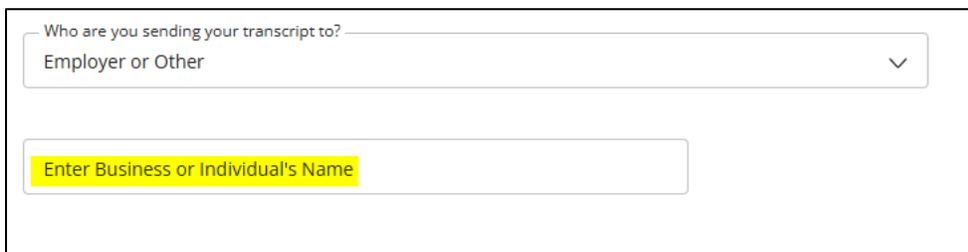
Who are you sending your transcript to? —
Education Organization, Application Service, Scholarship and Professional Licensing

Enter a keyword to find and select the organization you are sending your transcript to —
Not in List

[Back](#)

Enter an Organization —
ABC Organization

If you select '**Employer or Other**' please enter the '**Business or Individual's Name**'. This option should be selected if you are sending a transcript to a specific individual.



Who are you sending your transcript to? —
Employer or Other

Enter Business or Individual's Name

If you select '**Myself**' the transcript will be issued to you.

Once you select the Recipient click '**Continue**'.

You will then arrive at the page for transcript processing time and delivery details.

Ordering a Transcript or a Transcript with Class Rank

If you are a current student, you will get the option to choose how you would like to have your transcript processed. The options are 'Process As Is', 'After Degree Is Awarded', and 'After Grades Are Posted'. Please note that if you select to hold your official transcript for final grades or degree, your order will be placed on hold and dependent upon the date of your order, the National Student Clearinghouse system may attempt to hold processing beyond the term you are ordering the official transcript. It is recommended that you monitor your order status once your final grades are received.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

- Current Transcript - Process As Is
- After Degree Is Awarded
- After Grades Are Posted

You will then select how you would like your transcript to be processed.

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?

- Standard Processing
- Rush Processing

If you selected '**Rush Processing**' please select one of the following delivery options. Please note that rush FedEx transcripts cannot be delivered to a PO Box. If you enter a PO Box for a rush FedEx order, your order will be sent through USPS mail instead and **you will not be eligible for a refund of the rush FedEx processing fees.**

How would you like this to be processed?

How do you want your transcript sent?

- Rush - Mail - \$11.00
- Rush - FedEx/United States - \$15.00
- Rush - Hold for Pickup - \$11.00

Ordering a Transcript or a Transcript with Class Rank

Select how you would like your transcript to be sent and how many copies you would like.

How do you want your transcript sent?

Electronic - \$1.00

Mail

Hold for Pickup

Please read and accept the School's Terms and Conditions.

How many copies do you want?
1 copy = \$10.00

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

YES NO

Transcript Fee Structure

Standard Processing:

- Electronic - \$10.00 transcript fee plus \$1.00 secure electronic PDF fee plus \$2.90 online processing fee
- Mail - \$10.00 per transcript fee plus \$2.90 online processing fee
- Hold for Pickup - \$10.00 per transcript fee plus \$2.90 online processing fee

Rush Processing:

- Rush Mail - \$10.00 per transcript fee plus \$11.00 delivery fee plus \$2.90 online processing fee
- Rush FedEx - \$10.00 per transcript fee plus \$15.00 delivery fee plus \$2.90 online processing fee
- Rush Hold for Pickup - \$10.00 per transcript fee plus \$11.00 delivery fee plus \$2.90 online processing fee

You can now upload your Class Rank PDF along with your official transcript.

Ordering a Transcript or a Transcript with Class Rank

Upload Attachment (optional)

Do you want to send additional documents with your transcript?



Your transcript Fee Summary will be displayed.

To proceed to the next page, click Continue.

Fee Summary

Transcript Quantity Fee	\$10.00
Secure Electronic PDF Fee	\$1.00
Online Processing Fee	\$2.90
Total Fee for this Recipient	\$13.90

You will then need to provide the delivery information: an email address for electronic transcript requests or a mailing address for transcript requests delivered by mail.

Provide Delivery Information

Send To: CALIFORNIA STATE COLLEGE / UNIVERSITY

Send To Information All fields required, unless otherwise indicated

Send To Name

Enter the Email Address where you want the transcript delivered.

Ordering a Transcript or a Transcript with Class Rank

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient
CALIFORNIA STATE COLLEGE / UNIVERSITY

Attention
(Optional)

Recipient Country
United States

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code

Phone Number
(XXX) XXX-XXXX (Optional)

< Previous Cancel Add to Cart

After you have entered the delivery information, proceed to the next page by clicking the Add to Cart button. Please review your order details for accuracy before clicking the **‘Check Out’** button.

Enter payment information (**your card will not be charged until your order is processed**).

The Registrar’s Office is dedicated to assisting you with ordering your transcript. Please do not hesitate to contact our office at registrar@westernu.edu or 909.469.5491 should you have any questions or concerns.