

Current students:

Current students should follow the instructions for ordering transcripts through their Banner Web account.

Access your Banner Web account: <https://bannerweb.wcsu.edu>

Secure Login

Click the secure login link:

Log into your account using your network username and password

Username:

Password:

Login

Click the Student Services link or More link:

Student Services

More...

Click the Order Transcript link

Order Official Transcript from Parchment

You will be notified that you will be leaving Banner Web and being redirected to the University's partner Parchment. Inc.

NOTE: Students with financial holds must contact the Cashier's Office before they can submit transcript request. The Cashier's Office can be reached at cashiers@wcsu.edu.

Transcript Ordering Site

Jan 27, 2017 10:47 am

WCSU has contracted with Parchment, Inc. to provide the platform for ordering Official Transcripts. You will be logged out of Parchment after 15 minutes of no activity and will need to re-submit your order. Please click the link below to proceed.

[Access the Transcript Ordering Site](#)

RELEASE: 1.2.0 PRCH

Click on Access for Transcript Ordering Site.

Once in the Transcript Ordering portal, you may enter the name of an institution that is already a registered user with Parchment by entering the institution in the field provided. Transcripts will be sent electronically to the institution you select.

Institution Name, Acronym, Location, or Email




Q SEARCH

Students may also enter the information by clicking the Send to Yourself, Another Individual or Third Party Link found just below the search box.

[Or Send to Yourself, Another Individual, or Third Party](#)

Students using this option will be given the opportunity to send transcripts three ways:

Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within 2 to 3 business days. Allow additional processing time for high volume periods. Please confirm with the...	\$0.00
	Paper Transcript - Mailed Order an official paper copy of your transcript. Please allow 3 to 5 business days to process this request. Allow additional processing time for high volume periods. NOTES: Transcripts will not be...	\$0.00
	Paper Transcript - Pickup Order an official paper copy of your transcript. Please allow 3 to 5 business days to process this request. Allow additional processing time for high volume periods. NOTES: Transcripts will not be...	\$0.00

Enter the information required and click the Continue button.

You are given the opportunity while completing the transcript request form to ask that your transcripts be held until the grades for the current term are posted. It also provides you with the opportunity to ask that your transcripts be held until degrees have been posted. Please understand that if you request that transcripts be held until degrees are posted, it will not be printed until all the degrees for that term have been posted.

You will be directed to your Shopping Cart. You can remove the request if it is not correct, Continue Shopping to request additional transcripts or Checkout to submit your order.

If you agree to the conditions, check the I Accept box ☐ I ACCEPT and then the Next Button .

You will have the opportunity to review your order.

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Paper Transcript - Mailed	1	\$0.00	\$0.00
Processing Time - Now			
Mailing Method - Standard (USPS)			
Document Date - 01/27/2017 6:13:15			
Ship To: Test Test Test Rd Test, Connecticut 06810 United States			
Sub-Total:			\$0.00
Total:			\$0.00

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

If you have completed your request, click Confirm

Confirm

 , otherwise you may click the Back button

Back

 to change or add to your order.