

TRANSCRIPT REQUEST

Standard Submission for Transcript Requests

The Office of the Registrar has officially partnered with the National Student Clearinghouse (<https://www.studentclearinghouse.org/>), and through this website you can order your official transcript. This feature is available to students who were enrolled beginning fall 2000. Students who attended prior to fall 2000 must utilize the alternate transcript request process. Costs: \$15.00 per transcript ordered.

Transcript Processing

- Transcript orders in the National Student Clearinghouse Order Center are typically processed within 1-2 business days.
- Currently enrolled students should ensure all final semester grades are posted before ordering.
- Communicate students should confirm that all individual course grades are posted prior to ordering a transcript.
- Refunds will not be considered. Please review your order to ensure accuracy.
- Please refer to the University academic calendar for holidays and closures. During these times, transcript orders may not be processed.

Transcripts **CANNOT** be released if a Financial or Administrative hold exists.

Alternative Submission for Transcript Requests

All transcript requests require a social security number or student ID number, phone number, dates of attendance at Walsh University, address where the transcript(s) will be mailed to and any former name(s). All transcript requests must include student's signature (this is mandatory for release of your transcript, Public Law 93-579, Privacy Act of 1974).

Transcript orders are typically processed within 3 to 5 business days and will be mailed to the address provided by the student or picked up at the Student Service Center located in Farrell Hall, first floor. A photo ID is required. Costs: \$15.00 per transcript ordered.

An Official Transcript Request Form is available online at www.walsh.edu (<https://www.walsh.edu/>) under Registrar Forms via the "Transcript Request" button. Requests may be ordered in person, at the Student Service Center, mailed to the University, or faxed to 330-490-7372.

Mail requests to:

Walsh University
2020 East Maple Street
North Canton, OH 44720

Attention: Transcripts (Office of the Registrar)

Transcripts **CANNOT** be released if a Financial or Administrative hold exists.

Unofficial Transcript Requests

Students may complete an unofficial transcript request form in the Office of the Registrar. Unofficial transcripts are processed within 48 hours. Students can also access their unofficial transcript via the Cavalier Center (Student Self-Service System).

*Students with balances will need to call the Student Service Center for further information.

- studentservicecenter@walsh.edu
- 330-490-7367

Transcripts holds that are not balance related **will still be withheld** until it is resolved. These holds are:

- AF Academic Affairs Hold
- AT Athletic Hold
- CO Compliance Hold
- DE Departmental Hold
- DI Loan Disclosure Needed
- EQ DE Equipment Outstand
- EX Exit Interview Needed
- GD Graduation Hold
- JD Student Conduct Hold
- LB Library Hold
- PC Perkins Collection
- PE Perkins EXIT
- PK Parking/Security Hold
- RH Registrar's Hold
- RL Res Life Hold
- SA Student Affairs Hold
- SH SPS HOLD
- TW Timken/Walsh Collection
- TX TEACH Exit Counseling

*Diplomas will not be released if there is a balance due.

In most circumstances, the request will be processed within 72 business hours.