



## **Transcript Procedures for Campus Staff Coordinators as of July 2024**

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Best practice is to check with institution directly, especially for those with outdated information (2019)

### ASU (information 2019 or older)

<b>When a student requests a transcript from the TEACHING Institution</b>	<b>ASU - As the Teaching Institution</b>
<b>Is there a fee to request an Official Transcript from your institution? If yes, describe how \ this fee is waived or reimbursed?</b>	Yes, there is a \$15. The fee is reimbursed. An unofficial transcript is available for free.
<b>Transcript Request Link:</b>	MyASU.edu
<b>Link to Transcript Request Form:</b>	<a href="https://winnexus.org/wp-content/uploads/2018/01/ASU-Transcript-Request-Form.pdf">https://winnexus.org/wp-content/uploads/2018/01/ASU-Transcript-Request-Form.pdf</a>
<b>What steps are required for student to request a transcript?</b>	Transcripts are requested through the student's MyASU account under the My Programs section. The student will then click on the transcripts link and will be prompted to pay a fee.
<b>Can a signed PDF be submitted with the NEXus Enrollment Tracking Form?</b>	No, the student must request the transcript online.
<b>Can the CSC Process the Transcript Request Form at the conclusion of the course?</b>	No, only students can request a transcript.
<b>What department/office does the transcript request go to?</b>	MyASU/ASU Registrar processes the request
<b>Upon completion of a course, how soon are transcripts available?</b>	They are typically mailed out within 1 to 2 business days. An unofficial transcript is available immediately.
<b>How are the NEXus Course/s transcribed onto the transcript?</b>	They have the semester, course number, course name, and grade.
<b>Special Instructions:</b>	
<b>Other Considerations:</b>	
<b>When a student requests a transcript to be sent to their HOME Institution</b>	<b>ASU - As the Home Institution</b>
<b>Who requires the official transcript of the NEXus Course on file (SON/CON or Graduate School, Other)?</b>	ASU Graduate Education (School)
<b>Where does the transcript need to be sent at the HOME Institution(Provide actual mailing address and contact if available)?</b>	Arizona State University Graduate Admission Services PO Box 871003 Tempe, AZ 85287-1003
<b>How is the grade/s transcribed onto the transcript? Grade for grade or is there some type of conversion? Is it just the course title with no grade? Does it count towards student's GPA?</b>	There needs to be a grade or a pass/fail listed on the transcript. The GPA will not count towards the student's GPA, but Graduate Education still requires a grade.
<b>How long does it take to transcribe the course and grade onto the transcript?</b>	It typically takes about a week.
<b>Special Instructions:</b>	
<b>Other Considerations:</b>	



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Anapin  
First

Thielen  
Last

**Institution**

CU University of Colorado

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

<https://www.cuanschutz.edu/registrar/student-resources/transcripts>

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**Is there an optional Express delivery fee ?**

Yes  No

**What Department and address does the Transcript Request go to?**

Office of the Registrar  
CU Anschutz  
13120 East 19th Avenue #3200  
Aurora, CO 80045

**Describe the required steps for students to request a transcript**

The Anschutz Medical Campus has updated our transcript services. Because of this update you will need to create a new account. When creating a new account, please use a permanent personal email address you will retain after graduation. This website allows students and alumni to order transcripts for all CU Anschutz programs.

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

2 weeks

**Any additional or noted Special Instructions enter here**

## **When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

Admissions and Student Affairs  
ATTN: NEXus Transcripts  
13120 E 19th Avenue C288-06  
Aurora, CO 80045

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

The PhD Coordinator will submit a transfer form to have our grad school add the item to the transcript. The DNP Coordinator will submit the transcript to our admissions office to add the course. Our registrar then adds in a registrar's note of "Taken as Part of NEXus Collaborative" to indicate that we will not count it against transfer credit, though that is how we manage to add it to their transcript. There is no grade, and it does not count against the overall GPA, though once entered onto the transcript the number of credit ours can be applied toward overall degree credit requirements.

**How long does it take to transcribe the course and grade on the transcript?**

Grad school: indeterminately long (under investigation by CSC).  
CU Nursing admissions: about a week.

**Any additional or noted Special Instructions for Home Transcripts**

If the course is not on the student's transcript yet, students are to bring a copy of their transcript from the teaching institution to the competencies/dissertation/any other event at which they must prove they took the course.



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

## Your Name

Lin	Pierce
First	Last

## Institution

IOWA The University of Iowa

## Enter direct Transcript Request webpage link for NEXus students here if applicable

<https://myui.uiowa.edu/my-ui/home.page>

## Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable

<https://workflow.uiowa.edu/entry/new/1460/14604496>

## Is there a FEE to request an Official Transcript from your institution?

Yes  No

## Is there an optional Express delivery fee ?

Yes  No

## If YES, describe how much and the request process.

Most students do not need to use the expedited request because the normal processing time is very quick. Normal time for paper transcripts: mailed within 1 -2 business days. Normal time for electronic transcripts: released following business day.

However, if a student needs a paper transcript mailed sooner than 1-2 business days. The cost is approximately \$15. When placing the order, student can email registrar-transcripts@uiowa.edu to alert the office of expedited paper request.

## What Department and address does the Transcript Request go to?

Transcripts and Verifications  
University of Iowa  
2700 University Capitol Centre (UCC)  
Iowa City, IA 52242

## Describe the required steps for students to request a transcript

If using method one of MyUI portal:

Log-in --> Student Information --> Documentation & Reports --> Transcript Request

Start a new transcript request

Choose the type of transcript you want and click Add detail

Complete your order.

SAVE detail

SUBMIT order when finished

If using Online Transcript Request Form:

Fill in required information and submit.

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Approximately 10 business days after the last day of finals.

**Any additional or noted Special Instructions enter here**

**When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

Graduate Admissions Office  
The University of Iowa  
2900 University Capitol Centre (UCC)  
Iowa City, IA 52242

This office prefers transcripts to be sent electronically to [admissions@uiowa.edu](mailto:admissions@uiowa.edu).

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Entered as graduate transfer credit and the amount of credit hours earned.

**How long does it take to transcribe the course and grade on the transcript?**

Approximately one week.

**Any additional or noted Special Instructions for Home Transcripts**



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

## Your Name

Ashley	Mason
First	Last

## Institution

KU University of Kansas

## Enter direct Transcript Request webpage link for NEXus students here if applicable

<https://www.kumc.edu/academic-and-student-affairs/departments/registrars-office/services/ordering-transcripts.html>

## Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable

## Is there a FEE to request an Official Transcript from your institution?

Yes  No

## Is there an optional Express delivery fee ?

Yes  No

## If YES, describe how much and the request process.

Processing time is 3-5 business days. Paper transcripts are free of charge with standard USPS delivery, but there is a charge for same-day service or express mailing options.

Here are all available delivery options: Standard USPS Delivery (2-3 business days) is free of charge. Priority Mail with Delivery Confirmation is \$7.00. Federal Express Overnight is \$15.00. Federal Express Overnight International is \$25.00. Same Day Federal Express is \$35.00. Same Day Federal Express International is \$45.00.

## What Department and address does the Transcript Request go to?

To order a transcript, you may complete an online request form, complete a PDF request form, or submit a written letter request to:

KU Medical Center Registrar's Office  
Mail Stop 4005  
3901 Rainbow Blvd.  
Kansas City, KS 66160

The PDF request form and a list of the information that must be included in a written letter request are available here: <https://www.kumc.edu/academic-and-student-affairs/departments/registrar-office/services/ordering-transcripts.html>

### **Describe the required steps for students to request a transcript**

To order a transcript, you may complete an online request form, complete a PDF request form, or submit a written letter request to the KU Medical Center Registrar's Office.

Forms and detailed steps for ordering a transcript are described here: <https://www.kumc.edu/academic-and-student-affairs/departments/registrar-office/services/ordering-transcripts.html>

To complete the online request form, you may need to use your KU login and password.

### **Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Grades are posted to transcripts the same day that grades are due, which varies by semester. Dates can be found on the Academic Calendar here: <https://www.kumc.edu/academic-and-student-affairs/departments/registrar-office/academic-calendar.html>

### **Any additional or noted Special Instructions enter here**

### **When your HOME student requests a transcript from the Providing/TEACHING Institution:**

Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).

KU School of Nursing  
Attn: Ashley Mason  
3901 Rainbow Blvd. MS 4043  
Kansas City, KS 66160

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Grade for grade with a title, counts towards a student's GPA

**How long does it take to transcribe the course and grade on the transcript?**

2-3 weeks

**Any additional or noted Special Instructions for Home Transcripts**

## LLU

<b>When a student requests a transcript from the TEACHING Institution</b>	<b>LLU - As the Teaching Institution</b>
<b>Is there a fee to request an Official Transcript from your institution? If yes, describe how \ this fee is waived or reimbursed?</b>	Yes, there is a fee to request a transcript. Because there is no charge for NEXus students, the requesting student should specify in the Transcript Request form that they are a NEXus student and should not be charged. The fee charged to send the transcript will be credited back to the student.
<b>Transcript Request Link:</b>	<a href="http://www.llu.edu/students/university-records/transcript-request.php">http://www.llu.edu/students/university-records/transcript-request.php</a>
<b>Link to Transcript Request Form:</b>	
<b>What steps are required for student to request a transcript?</b>	1. Student ID / SSN / EID from badge 2. Select University Records Menu 3. Select Order Transcripts
<b>Can a signed PDF be submitted with the NEXus Enrollment Tracking Form?</b>	No
<b>Can the CSC Process the Transcript Request Form at the conclusion of the course?</b>	No
<b>What department/office does the transcript request go to?</b>	Loma Linda University Office of University Records 11139 Anderson Street Loma Linda, California 92350 Tel: 909-558-4508 Fax: 909-558-0340 Monday, Tuesday & Thursday 8:30 am – 4:00 pm Wednesday 12:00 pm – 6:00 pm Friday 8:30 am – 12:30 pm
<b>Upon completion of a course, how soon are transcripts available?</b>	Posted same day grades are due. Available after final grade due date.(varies per quarter)
<b>How are the NEXus Course/s transcribed onto the transcript?</b>	Letter grade – quarter units (1 semester unit = 1.5 quarter units)
<b>Special Instructions:</b>	
<b>Other Considerations:</b>	
<b>When a student requests a transcript to be sent to their HOME Institution</b>	<b>LLU - As the Home Institution</b>
<b>Who requires the official transcript of the NEXus Course on file (SON/CON or Graduate School, Other)?</b>	Student
<b>Where does the transcript need to be sent at the HOME Institution(Provide actual mailing address and contact if available)?</b>	Loma Linda University Office of University Records 11139 Anderson Street Loma Linda, California 92350 Tel: 909-558-4508 Fax: 909-558-0340 OR send electronically to Admissions.app@llu.edu
<b>How is the grade/s transcribed onto the transcript? Grade for grade or is there some type of conversion? Is it just the course title with no grade? Does it count towards student's GPA?</b>	Letter grade – quarter units (1 semester unit = 1.5 quarter units) When a transcript is received the source (University) is listed as having provided a transcript. The student completes an 'academic variance' to have the course count towards the degree. There is no restriction on the number of hours that may be transferred in since it is a NEXus course
<b>How long does it take to transcribe the course and grade onto the transcript?</b>	Available same day grades are due. (varies per quarter)
<b>Special Instructions:</b>	
<b>Other Considerations:</b>	

### OHSU (Information 2019 or older)

<b>When a student requests a transcript from the TEACHING Institution</b>	<b>OHSU - As the Teaching Institution</b>
<b>Is there a fee to request an Official Transcript from your institution? If yes, describe how \ this fee is waived or reimbursed?</b>	No
<b>Transcript Request Link:</b>	
<b>Link to Transcript Request Form:</b>	<a href="http://www.winnexus.org/documents/OHSU%20Transcript%20Request.pdf">http://www.winnexus.org/documents/OHSU%20Transcript%20Request.pdf</a>
<b>What steps are required for student to request a transcript?</b>	Complete the transcript request form. Submit this form to the registrar's office. Registrar's Office, L109 3181 SW Sam Jackson Park Rd. Portland, OR 97239 Phone 503-494-7800 Fax 503-494-4629 regohsu@ohsu.edu
<b>Can a signed PDF be submitted with the NEXus Enrollment Tracking Form?</b>	Yes
<b>Can the CSC Process the Transcript Request Form at the conclusion of the course?</b>	Yes, as long as the student signed the form and submitted it to the CSC.
<b>What department/office does the transcript request go to?</b>	Registrar
<b>Upon completion of a course, how soon are transcripts available?</b>	This process will take a minimum of two weeks. Grades are due the Monday after the term ends. It takes a while for the registrar to process all that information.
<b>How are the NEXus Course/s transcribed onto the transcript?</b>	I've sent this question to the registrar but haven't heard back from them.
<b>Special Instructions:</b>	N/A
<b>Other Considerations:</b>	N/A
<b>When a student requests a transcript to be sent to their HOME Institution</b>	<b>OHSU - As the Home Institution</b>
<b>Who requires the official transcript of the NEXus Course on file (SON/CON or Graduate School, Other)?</b>	SON
<b>Where does the transcript need to be sent at the HOME Institution(Provide actual mailing address and contact if available)?</b>	An official copy must be submitted to the registrar: Registrar's Office, L109 3181 SW Sam Jackson Park Rd. Portland, OR 97239 Phone 503-494-7800 Fax 503-494-4629 regohsu@ohsu.edu An unofficial copy must be submitted to the CSC: Alyssa Luu Program Associate PhD, DNP, HSOL Programs 3455 SW US Veterans Hospital Rd Mail Code SN – 5 South Portland, OR 97239 Office: (503) 494-4168 Fax: (503) 494-3878 tenorio@ohsu.edu
<b>How is the grade/s transcribed onto the transcript? Grade for grade or is there some type of conversion? Is it just the course title with no grade? Does it count towards student's GPA?</b>	With a grade.  This depends on the situation. I fill out an academic petition form for them (their advisor, program director, and our Senior Associate Dean signs this form).  I don't have access to their transcripts. I can see their Degree Audits. There it shows as the course number, title, and grade. I've sent this question to the registrar but haven't heard back from them.  I've sent this question to the registrar but haven't heard back from them.
<b>How long does it take to transcribe the course and grade onto the transcript?</b>	It depends on how busy the registrar is and when the academic petition is processed.
<b>Special Instructions:</b>	N/A
<b>Other Considerations:</b>	N/A



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Maurissa  
First

Trujillo  
Last

**Institution**

OUHSC The University of Oklahoma

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

<https://admissions.ouhsc.edu/Current-Students/Records/Transcript-Request>

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**Is there an optional Express delivery fee ?**

Yes  No

**What Department and address does the Transcript Request go to?**

OUHSC Office of Admissions and Records  
920 Stanton L. Young Blvd., WP 2410  
Oklahoma City, OK 73104-5036  
Attn: Transcript Request

**Describe the required steps for students to request a transcript**

To request a transcript from the OU College of Nursing, please click on the link to our Admission and Records transcript request page. <https://admissions.ouhsc.edu/Current-Students/Records/Transcript-Request>

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Within one week.

**Any additional or noted Special Instructions enter here**

**When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

Maurissa Trujillo at maurissa-trujillo@ouhsc.edu.

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Reflects as NEXus PhD course with grade earned.

**How long does it take to transcribe the course and grade on the transcript?**

Within 3-5 business days.

**Any additional or noted Special Instructions for Home Transcripts**



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

## Your Name

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First	Last

## Institution

UH University of Hawaii at Manoa

## Enter direct Transcript Request webpage link for NEXus students here if applicable

<https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/>

## Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable

<https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/>

## Is there a FEE to request an Official Transcript from your institution?

Yes  No

## If YES, describe how much and how the fee is waived or reimbursed.

TYPE OF REQUEST	PROCESSING TIME	COSTS
eTranscript (recommended)	Same Day via Email	\$8.90 (\$5 + NSC Fee \$3.90)
Paper Transcript	Printed within 1-2 business days	\$7.90 (\$5 + NSC Fee \$2.90)

UH CSC who will route to the UH Office of the Registrar. Fee will be waived.

## Is there an optional Express delivery fee ?

Yes  No

## If YES, describe how much and the request process.

Paper Transcript Rush*	Printed Same Day	\$17.90 (\$15 + NSC Fee \$2.90)
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UH CSC who will route to the UH Office of the Registrar. Fee will be waived.

## What Department and address does the Transcript Request go to?

University of Hawaii at Manoa  
Office of the Registrar  
Queen Lili'uokalani Center for Student Services, Room 010  
2600 Campus Road  
Honolulu, Hawai'i 96822

**Describe the required steps for students to request a transcript**

<https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/>

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Current Transcripts – Process As Is: Your request will be processed as is with your current record. If you are currently enrolled for the semester, the courses will display on your transcript as “in-progress”.  
After Grades Are Posted: This option allows you to request your transcript to be sent after all semester grades are posted. Your request will be processed within 3 weeks after the end of the semester.  
After Degree Is Awarded: This option allows you to request your transcript to be sent after your degree has been awarded. Your request will be processed approximately 6-8 weeks after the end of the semester.

**Any additional or noted Special Instructions enter here**

**When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

University of Hawaii at Manoa  
Nancy Atmospera-Walch School of Nursing  
Attn: NEXus Campus Staff Coordinator  
2528 McCarthy Mall, Webster Hall 201  
Honolulu, HI 96822

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Entered as a transfer credit

**How long does it take to transcribe the course and grade on the transcript?**

Students must fill out Kualii form as applicable:  
Petition to Transfer Credits (for those utilizing Financial Aid)  
Petition to Substitute or Waive Courses

**Any additional or noted Special Instructions for Home Transcripts**

Students must fill out Quali form as applicable:  
Petition to Transfer Credits (for those utilizing Financial Aid)  
Petition to Substitute or Waive Courses



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Ann	O'Connor
First	Last

**Institution**

UNC University of Northern Colorado

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

<https://www.unco.edu/registrar/etranscripts.aspx>

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

<https://www.unco.edu/registrar/etranscripts.aspx>

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**If YES, describe how much and how the fee is waived or reimbursed.**

\$10.00 for eTranscripts and \$15.00 for mailed transcripts

**Is there an optional Express delivery fee ?**

Yes  No

**If YES, describe how much and the request process.**

**What Department and address does the Transcript Request go to?**

Registrar's office: <https://www.unco.edu/registrar/etranscripts.aspx>

**Describe the required steps for students to request a transcript**

Students can order a transcript using their URSA account, for guidance please refer to Order a transcript from UNC: <https://www.unco.edu/registrar/etranscripts.aspx>

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

4th working day after course completion

**Any additional or noted Special Instructions enter here**

## **When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

School of Nursing, University of Northern Colorado, Gunter Hall 3080, Box 125 Greeley, CO 80639

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Course title with no grade and it does not count towards student's GPA.

**How long does it take to transcribe the course and grade on the transcript?**

10-15 working days

**Any additional or noted Special Instructions for Home Transcripts**



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

Your Name

Nancy	Esposito
First	Last

Institution

UNLV University of Nevada Las Vegas

Enter direct Transcript Request webpage link for NEXus students here if applicable

Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable

<https://winexus.org/wp-content/uploads/2023/07/UNLV-Transcript-Request-for-NEXus-072023.pdf>

Is there a FEE to request an Official Transcript from your institution?

Yes  No

Is there an optional Express delivery fee ?

Yes  No

What Department and address does the Transcript Request go to?

Students should submit a UNLV NEXus Transcript Request Form to Nancy Esposito at [nancy.esposito@unlv.edu](mailto:nancy.esposito@unlv.edu).

Describe the required steps for students to request a transcript

Students should complete a UNLV NEXus Transcript Request Form and submit it via email to Nancy Esposito at [nancy.esposito@unlv.edu](mailto:nancy.esposito@unlv.edu).

Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?

Approximately 4 weeks

Any additional or noted Special Instructions enter here

To avoid fees, the student should not request transcripts on their own directly from the institution.

## When your HOME student requests a transcript from the Providing/TEACHING Institution:

Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).

Electronic transcripts are preferred and should be emailed to [gradadmissions@unlv.edu](mailto:gradadmissions@unlv.edu) with a copy to [nancy.esposito@unlv.edu](mailto:nancy.esposito@unlv.edu), if possible.

Hard copy transcripts should be mailed to:

UNLV-School of Nursing

ATTN: Nancy Esposito

4505 S Maryland Pkwy, Box 453018

Las Vegas, NV 89154-3018

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

It's reflected as general transfer credit with corresponding letter grades and amount of credit earned.

**How long does it take to transcribe the course and grade on the transcript?**

It's a long process that requires a student appeal and coordination with several departments (i.e., Graduate College, Admissions Office, and School of Nursing).

**Any additional or noted Special Instructions for Home Transcripts**

<b>UNM (Information 2019 or older)</b>	
<b>When a student requests a transcript from the TEACHING Institution</b>	<b>UNM - As the Teaching Institution</b>
<b>Is there a fee to request an Official Transcript from your institution? If yes, describe how \ this fee is waived or reimbursed?</b>	There is a \$10.00 fee for each official transcript requested but the request is submitted online. The request is submitted through "TranscriptsPlus." A \$10.00 "scholarship" will be issued to to the student via their UNM's Bursar's account to cover the cost. The mailing method, FEDEX, will incur a shipping charge in addition to the \$10.00 Transcript fee.
<b>Transcript Request Link:</b>	<a href="http://registrar.unm.edu/Transcripts/request-online.html">http://registrar.unm.edu/Transcripts/request-online.html</a>
<b>Link to Transcript Request Form:</b>	
<b>What steps are required for student to request a transcript?</b>	The student would submit request online and have transcript either sent directly to home school or self.
<b>Can a signed PDF be submitted with the NEXus Enrollment Tracking Form?</b>	No
<b>Can the CSC Process the Transcript Request Form at the conclusion of the course?</b>	No
<b>What department/office does the transcript request go to?</b>	The site is located on the Registrar's home page but it actually goes to "Parchment".
<b>Upon completion of a course, how soon are transcripts available?</b>	Within 2 weeks
<b>How are the NEXus Course/s transcribed onto the transcript?</b>	Semester Taken; Course Number and Title; Credit hours; grade.
<b>Special Instructions:</b>	None
<b>Other Considerations:</b>	None
<b>When a student requests a transcript to be sent to their HOME Institution</b>	<b>UNM - As the Home Institution</b>
<b>Who requires the official transcript of the NEXus Course on file (SON/CON or Graduate School, Other)?</b>	Both College of Nursing and Registrar's Office
<b>Where does the transcript need to be sent at the HOME Institution(Provide actual mailing address and contact if available)?</b>	Office of Admissions PO Box 4895 Albuquerque, NM 87196  or apply@unm.edu
<b>How is the grade/s transcribed onto the transcript? Grade for grade or is there some type of conversion? Is it just the course title with no grade? Does it count towards student's GPA?</b>	Listed with the name of the school and the credit hours received but the actual name of the course and grade isn't listed.  Grade does not count toward UNM GPA
<b>How long does it take to transcribe the course and grade onto the transcript?</b>	About 2 weeks
<b>Special Instructions:</b>	None
<b>Other Considerations:</b>	None

	<b>UTAH</b>
<b>When a student requests a transcript from the TEACHING Institution</b>	<b>UTAH - As the Teaching Institution</b>
<b>Is there a fee to request an Official Transcript from your institution? If yes, describe how \ this fee is waived or reimbursed?</b>	The first official copy is free, with the College of Nursing paying the fee. Additional copies are \$13.
<b>Transcript Request Link:</b>	None - students should work with Heather Clarkson to obtain their transcripts.
<b>Link to Transcript Request Form:</b>	None - students should work with Heather Clarkson to obtain their transcripts.
<b>What steps are required for student to request a transcript?</b>	Heather Clarkson sends a transcript release form to student with their enrollment materials. Students complete it and return it to Heather.
<b>Can a signed PDF be submitted with the NEXus Enrollment Tracking Form?</b>	Heather Clarkson will handle obtaining the release with the student after they are enrolled in the course. It does not need to be a part of the tracking sheet process.
<b>Can the CSC Process the Transcript Request Form at the conclusion of the course?</b>	Yes.
<b>What department/office does the transcript request go to?</b>	Requests should be sent directly to Heather Clarkson
<b>Upon completion of a course, how soon are transcripts available?</b>	About 3 weeks – after official grades are posted.
<b>How are the NEXus Course/s transcribed onto the transcript?</b>	Translated model
<b>Special Instructions:</b>	Please contact Heather Clarkson directly with any transcript questions or needs.
<b>Other Considerations:</b>	
<b>When a student requests a transcript to be sent to their HOME Institution</b>	<b>UTAH - As the Home Institution</b>
<b>Who requires the official transcript of the NEXus Course on file (SON/CON or Graduate School, Other)?</b>	None for Utah
<b>Where does the transcript need to be sent at the HOME Institution(Provide actual mailing address and contact if available)?</b>	If the student feels they need to submit a transcript: Heather Clarkson College of Nursing 10 South 2000 East Rm 4310 Salt Lake City, Utah 84112
<b>How is the grade/s transcribed onto the transcript? Grade for grade or is there some type of conversion? Is it just the course title with no grade? Does it count towards student's GPA?</b>	When students register for NEXus classes, the Home Institution, Heather Clarkson, sets up a shadow class with the title & credit hours matching the NEXus class. Heather enters the student's final grade. No transfer of credit is necessary.
<b>How long does it take to transcribe the course and grade onto the transcript?</b>	As soon as the final grade is posted in NEXus - it may take a week to post to their official record.
<b>Special Instructions:</b>	
<b>Other Considerations:</b>	

Last updated/approved 7/11/19



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Theresa	Moore
First	Last

**Institution**

UTT The University of Texas at Tyler

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

<https://www.uttyler.edu/current-students/registrar/transcripts/>

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

<https://www.parchment.com/u/registration/32934/institution>

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**If YES, describe how much and how the fee is waived or reimbursed.**

\$12 For Printed or Mailed (Physical Copies)  
\$10 For Electronic Transcripts

**Is there an optional Express delivery fee ?**

Yes  No

**What Department and address does the Transcript Request go to?**

**Describe the required steps for students to request a transcript**

Order online through Parchment/Credential Solutions Inc.

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

As soon as grades are processed.

**Any additional or noted Special Instructions enter here**

## **When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

The University of Texas at Tyler  
c/o Theresa Moore-BRB Nursing  
3900 University Blvd.  
Tyler, Tx 75799

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

credit, grade

**How long does it take to transcribe the course and grade on the transcript?**

**Any additional or noted Special Instructions for Home Transcripts**



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Fonda  
First

Neal  
Last

**Institution**

VCU Virginia Commonwealth University

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

<https://winexus.org/forms/>

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**Is there an optional Express delivery fee ?**

Yes  No

**If YES, describe how much and the request process.**

\$30, student may request an expedited official transcript at the following link:  
<https://registrar.vcu.edu/records/transcripts-and-verification/>

**What Department and address does the Transcript Request go to?**

VCU School of Nursing, Graduate Programs Office, sonverify@vcu.edu

**Describe the required steps for students to request a transcript**

Students should email the completed VCU Transcript Request Form to sonverify@vcu.edu. The NEXus Campus Staff Coordinator will have the \$10 fee sent to the VCU Registrar along with the completed Transcript Request Form. The VCU Registrar will mail the official transcript to the address on the form within two business days of receipt.

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Official transcripts are available with the posted grade of the NEXus course, about two weeks after the semester ends.

**Any additional or noted Special Instructions enter here**

## When your HOME student requests a transcript from the Providing/TEACHING Institution:

Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).

Fonda Neal  
VCU School of Nursing  
Box 980567  
Richmond VA 23298-0567

If electronic, please send to Fonda Neal at [fneal@vcu.edu](mailto:fneal@vcu.edu).

How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)

The student is registered for a VCU shadow course when taking a NEXus course. The shadow course reflects the number of credits of the NEXus course the student is taking. The course grade is applied to the shadow course at the end of the course. The institution name where the student took the course, appears on the student's VCU Transcript with the shadow course.

How long does it take to transcribe the course and grade on the transcript?

It can take up to one semester following the completion of the NEXus course before the grade appears on the student's transcript.

Any additional or noted Special Instructions for Home Transcripts



# NEXus Transcript Request Info for Campus Staff Coordinators JULY 2024

**Your Name**

Wendy

First

Ovall

Last

**Institution**

WSU Washington State University

**Enter direct Transcript Request webpage link for NEXus students here if applicable**

**Enter direct Transcript Request FORM webpage link for NEXus students here if different and applicable**

**Is there a FEE to request an Official Transcript from your instiution?**

Yes  No

**Is there an optional Express delivery fee ?**

Yes  No

**What Department and address does the Transcript Request go to?**

Please send an email requesting the transcript to Wendy Ovall, Campus Staff Coordinator, at wendy.ovall@wsu.edu.

**Describe the required steps for students to request a transcript**

Please send an email to Wendy Ovall, Campus Staff Coordinator, at wendy.ovall@wsu.edu. Provide the college/university mailing address, contact person/department, and WSU ID number.

**Upon completion of the course and grade assignment, how soon are OFFICIAL transcripts available?**

Approximately two weeks.

**Any additional or noted Special Instructions enter here**

**When your HOME student requests a transcript from the Providing/TEACHING Institution:**

**Where does the transcript need to be sent to at your HOME institution (looking for mailing address and contact name or department if applicable).**

WSU College of Nursing, Attn: Wendy Oval, PhD Academic Coordinator, 14204 NE Salmon Creek Avenue, Vancouver, WA, USA 98686-9600

**How is the letter grade and course gpa earned at the Providing/Teaching institution reflected on the transcript? Please describe (i.e. as reported with credit, grade and gpa OR its not - its entered as transfer credit for the amount of credit earned, etc.)**

Entered as transfer credit for the amount of credit earned.

**How long does it take to transcribe the course and grade on the transcript?**

2-3 weeks

**Any additional or noted Special Instructions for Home Transcripts**