Grade and Transcript Information From The Ohio State University

For your participation in Connecting to the Past, you have earned Three Graduate Non-Degree Credit Semester Hours from the Ohio State University.

For an official record of those hours, you may request a transcript from Ohio State. Those credits will be posted after August 20, 2012. To request a transcript, please refer to these instructions.

To get a transcript, you must order it on-line by going to the following website:

https://www.credentials-inc.com/tplus/?STUDTRO003090hEjRSHikbxHsCb2cnnzjSe8V6c=&STUDID=84062682&EMPLID=84062682

This link is also posted in the News section of the Connecting to the Past website (right side of screen on all Connecting to the Past web pages)

Note: Only YOU can order a transcript. Entities that cannot order your transcript include: The History Teaching Institute, Tri-County Educational Service Center, the Ohio Historical Society, and the Connecting to the Past program

Below is the page that the above links to. To order transcript, you will click on the “Start My Order” button on the upper right. The ordering process involves paging through various simple screen forms to fill out: name, address, payment options term requested, etc., until order is complete. Note that your credit is being assigned in the Summer Semester 2012.

Before ordering a transcript, please read the Overview and proceed through the tabs, “Payment” “Authorization” and “Pricing.” You may read these online, and that text is reproduced in this handout, below. (“E-Transcript Information” relates to having your transcripts sent electronically to another university, and is likely of less interest.) The final tab, “Frequently Asked Questions,” has information you may need.
Note: The following text is taken from the OSU transcript service vendor website referenced above—it reflects the policies of the university and not those of the Connecting to the Past program or its partner organizations. The following is authoritative information about transcripts and no one affiliated with Connecting to the Past knows anymore about this process than what is contained below. Thus, the answer to any question you have about getting your transcript is to read the information below and follow the instructions in this handout.

Transcript Ordering, The Ohio State University: Processing Overview

<https://www.credentials-inc.com/tplus/?STUDTRO003090hEjRSHikbxHcCb2cmzlSe8V6c=&STUDID=84062682&EMPLID=84062682> accessed June 2012

CredentialsSolutions is pleased to provide you with Transcript Order Processing Services on behalf of The Ohio State University. All of the actual transcript records are maintained by the institution and in most circumstances, the institution itself produces your transcript and delivers it per the instructions you provide us in the ordering process.

Our system, TranscriptsPlus®, can accept an order for up to 5 transcripts going to up to 5 different recipients. If you need to send more than 5 transcripts or have more than 5 recipients, you will need to enter multiple orders. At the completion of each order you will have the option to return to the beginning of the process and enter another order. In most cases, you will only have to enter the information that is different than in the previous order.

Please Note....The various ordering options and the information you are required to enter on the following screens are based on the specific services that The Ohio State University has chosen to provide and the specific information they have instructed us to collect. If you attended more than one of the institutions that we represent and order your transcript from more than one of them, you may notice differences in the available options and the required information on the order forms. One may offer Federal Express and another one may not, one may offer electronic delivery features and others may only offer printed paper transcripts, one may provide electronic authorization of your order and another one may require a signed authorization form, etc.

If you have questions about the process or encounter difficulty in entering your order, we have Customer Service representatives available from 7:00 am to 7:00 pm on Monday-Thursday and from 7:00 am to 5:00 pm (CST/CDT) on Fridays. Our Customer Service number is 847-716-3005.

Payment Methods

The Ohio State University Payment/Processing Requirements

You must have one of the following credit/debit cards available to pay for this order:

![Visa](https://www.credentials-inc.com/tplus/STUDTRO003090hEjRSHikbxHcCb2cmzlSe8V6c=&STUDID=84062682&EMPLID=84062682)

![MasterCard](https://www.credentials-inc.com/tplus/STUDTRO003090hEjRSHikbxHcCb2cmzlSe8V6c=&STUDID=84062682&EMPLID=84062682)

![American Express](https://www.credentials-inc.com/tplus/STUDTRO003090hEjRSHikbxHcCb2cmzlSe8V6c=&STUDID=84062682&EMPLID=84062682)

![Discover](https://www.credentials-inc.com/tplus/STUDTRO003090hEjRSHikbxHcCb2cmzlSe8V6c=&STUDID=84062682&EMPLID=84062682)

-- AND --

You must have a valid EMAIL address so that we can communicate with you about the status of your order.

For credit card orders, we do not actually charge your credit card at the time you place your order. Instead, we validate your card information and “pre-authorize” the amount that will eventually be charged to your card when your order is completed.

If your order is cancelled before it is completed, there will not be any charge to your credit card.
Authorizing Your Order

In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), all transcript orders require authorization. The Ohio State University provides the following procedure(s) for authorizing transcript orders:

- Your order can be authorized by signing an Authorization Form that we will provide at the end of this ordering process and returning this form via fax or mail.

- The Ohio State University provides an additional way to automatically authorize your order if:
  - You attended The Ohio State University any time from 1973 to the present
  - The billing name on the credit card you use to pay for this order matches both the student name on this order and the student name in their records
  - A specific number of fields in this order such as Student ID, Social Security No., and Date of Birth match the information in their records
  - You do not have any attachments that must accompany your transcript

Because actually checking the records at The Ohio State University is a process that occurs after your order has been entered, we cannot tell you definitively at the time of ordering that your order will qualify for Automatic Authorization. If we successfully authorize your order, we will notify you of that fact. If we are unable to automatically authorize your order, we will send you an Authorization Form that you must then sign and return via fax or mail before your order can be completed.

Transcript Pricing Schedule

Shown below are charges for various transcript order options:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Fee</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Request (Official) - Deliver to recipient</td>
<td>$7.00</td>
<td>Per Transcript</td>
<td></td>
</tr>
<tr>
<td>Rush Processing (Official) Deliver to recipient</td>
<td>$10.00 + $7.00 Per Transcript</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pickup (Official)</td>
<td>$10.00 + $7.00 Per Transcript</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Federal Express to main 48 states</td>
<td>$16.50 Per Recipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Federal Express to Alaska or Hawaii</td>
<td>$19.50 Per Recipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Federal Express</td>
<td>$35.50 Per Recipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling Charge for Internet Orders</td>
<td>$2.25</td>
<td>Per Transcript</td>
<td></td>
</tr>
<tr>
<td>Additional Surcharge for Operator-Entered Orders</td>
<td>$10.00</td>
<td>Per Order</td>
<td></td>
</tr>
</tbody>
</table>
To pick-up your transcript in person, here is a map to the Student Academic Services Building at 281 West Lane Ave., Columbus, Ohio 43210. The Registrar’s office is on the 5th floor.

TranscriptsPlus® Frequently Asked Questions

[The following are selected but important questions (and answers) from the FAQ tab of the Transcript Ordering website]

What if I need additional assistance?
Please call our Customer Service Department at (847) 716-3005 between the hours of 7:00 am and 7:00 pm Monday through Thursday and between 7:00 am and 5:00 pm (CST/CDT) on Fridays. One of our representatives will be happy to assist you.

How will I know if my order has gone through successfully?
When you have successfully entered your order, you will see a screen with a title of "Order Processing Completed". This screen will state that your transcript order has been accepted and will provide you with a 9-character order number that you should retain in case you need to contact us about your order. If you do not see the "Order Processing Completed" screen, it is most likely because you have entered some incorrect information or your payment did not process successfully.

If I need my current quarter grades or degree noted on my transcript, how long will it take?
If you check [on the order form] to hold your transcript until your degree is posted, it will be mailed on the Thursday following graduation. [August 16, 2012]

If you check [on the order form] to hold your transcript until grades are posted, it will be mailed on the second Monday after graduation. [20 August 2012]
Frequently Asked Questions About OSU Transcripts from the OSU Registrar’s Office

< http://registrar.osu.edu/alumni/transcript_faq.asp > accessed June 2012

Q: What is an "Official" Transcript?
A: An "official" transcript is a record of your entire enrollment history at Ohio State, and would include any transfer credit accepted. Transcripts are printed on special paper and include the Registrar’s signature, the date issued and the school seal. Any transcript we provide to the student will indicate "ISSUED TO STUDENT".

Q: Where can I have my transcript sent?
A: To whomever you authorize.

Q: What if I need the transcript in a sealed envelope with a signature across the seal?
A: There is an additional $10.00 special processing fee (covers up to five transcripts when ordered in one transaction). When placing your order, select “Rush” processing and this additional fee will be added to your order. All Rush-processed transcripts that are “Issued to Student”, will automatically be placed in sealed envelopes with a signature across the seal.

Q: What if I need a seal and signature on the transcript?
A: Every transcript has the university seal and the Registrar’s signature on it.

Q: Can I get an unofficial transcript for my records?
A: No, however, if you are a current student and have an active OSU e-mail account, you can print your advising report, free of charge, from www.buckeyelink.osu.edu, Enrollment and Academic History, Advising Report. An advising report is a complete record of your academic history.

If you are not a currently enrolled student, you will need to order an official transcript.

Q: What kind of special handling is available?
A: Please see Summary of Transcript Services for more information.

Q: Can I pick up my transcript?
A: Yes, however, there is an additional $10.00 special processing fee (covers up to five transcripts when ordered in one transaction). When you submit your order you can request to pick it up. When you come in to pick it up you must bring a picture id.

Q: Can someone else pick up my transcript for me?
A: Yes, however, there is an additional $10.00 special processing fee (covers up to five transcripts when ordered in one transaction). When you submit your order you can request to pick it up and indicate who you want to pick it up. Whomever you indicate must bring a picture id when picking up your transcript.

Q: Where do I pick up my transcript?
A: The Student Service Center. See http://ssc.osu.edu for address and hours.

Q: What if I have an attachment to be included with my transcript?
A: There is an additional $10.00 special processing fee per transcript. When you indicate in your order that you have an attachment, you will be e-mailed an authorization form with a fax number, email address, and mailing address of where to send the authorization and the attachment. Attachments cannot be dropped off in person.

Q: What is the turnaround time when I order my transcript?
A: We estimate that your transcript will be mailed within 3 business days after it has been authorized. See Summary of Transcript Services for additional information. Please note that the U. S. Postal Service currently estimates an additional 2-4 business days for delivery.

Q: Can I request express delivery?
A: Yes. If you enter a recipient address that FedEx delivers to, the system will offer it as a delivery option and the turnaround time.
Q: Will you let me know if there is a problem in processing my request?
   A: Yes. After you submit your identifying information, you will be notified that we are unable to match your
   information with an Ohio State student record. You can correct any errors, choose “Place My Order Anyway”, or you
   can contact the Student Service Center for assistance at 1-800-678-6440 or 614-292-0300. If you chose “Place My
   Order Anyway”, and there are still issues in processing your order, you will be notified of these issues through the email
   address you provided or via a text message to the cell phone number you provided.

Q: What happens if my record has a “hold” on it?
   A: If your record has a hold, you will be notified immediately after you submit your identifying information and
   provided with a phone number to contact. You will not be able to submit a transcript order until the hold has been
   cleared.

Q: What is my “Student ID”?
   A: It is an 8 or 9 digit number that was assigned to take the place of the SSN in identifying student records when
   Ohio State changed to a new Student Information System (SIS) in June 2009. If you have ever been employed at Ohio
   State, it is your Employee ID.

Q: Where can I find my “Student ID”?
   A: If you are currently enrolled, you can look up your ID number on www.buckeyelink.osu.edu. Under Personal
   Information, click on lookup your OSU ID number.

If you are a former student who has been enrolled at some time after 1972, you can use your SSN or contact the
Student Service Center at (614)292-0300 to determine your Student ID number.

If you were last enrolled before 1973 you will not have a Student ID number and must use your SSN.

Social Security numbers are kept secure and only the last four digits are viewable to staff processing transcript requests.

Q: What if I don’t have a credit or debit card?
   A: You should consider purchasing a single use, pre-paid credit card so you can place your order online. Or, you
could mail your request with a check or money order payable to “The Ohio State University”. We do not accept cash
as a form of payment. Click here for the mail order form. Please note: Requests submitted on-line take priority over
mailed requests. Requests received by mail are processed within 5 business days plus mailing time. Special handling
services are available only on-line. If the request is not completely filled out, or if there are other issues with the
request, it will be returned to you unprocessed.

Q: Can my transcript be sent electronically?
   A: You do not currently have the option to choose paper or electronic transcripts, nor do we have the option of
.PDF transcripts available at this time. We are, however, in the process of making electronic transcripts available.
Currently, we are only able to send electronic transcripts to a few schools. If you select the recipient school in the
search table and we are able to send the transcript electronically, you will see a message that indicates the transcript
will be sent electronically. If you don’t see the message, then we can only send a paper transcript.