



Wharton County Junior College

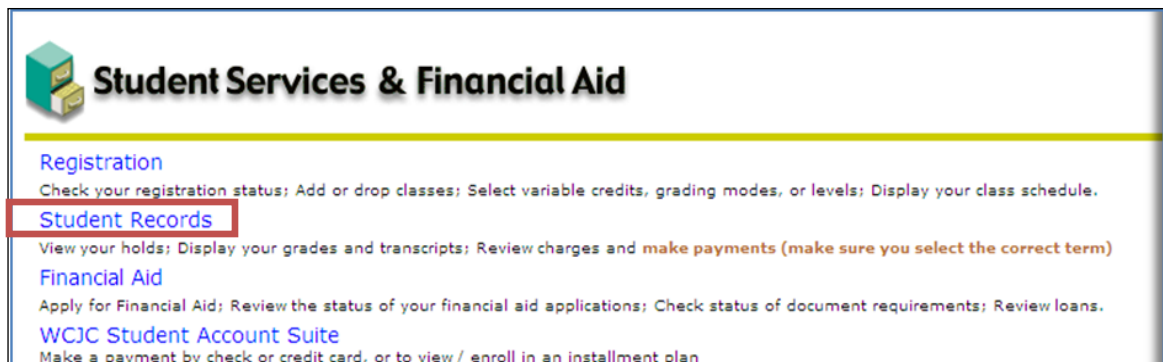
How to Order a Transcript

Step 1 Logon to [Online Services](#).

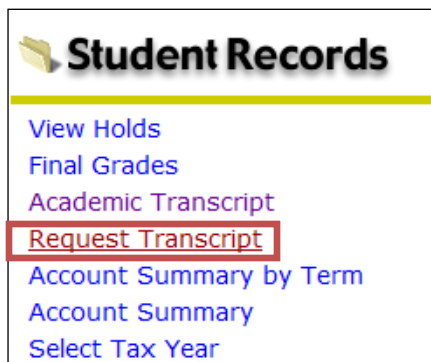
Step 2 Click “Student Services and Financial Aid” to access the self-service menu.



Step 3 Click “Student Records”.



Step 4 Click “Request Transcript”



Step 5 Click the down arrow by “Select State or Province” and click your selection.

Select a mailing address

College Lookup Page

Select a State or Province:

OR

Select a Country:

[Return to College page](#)

Step 6 Click the down arrow by “Select College City” and click your selection.

Select a mailing address

College Lookup Page

Select College City:

[Return to College page](#)

Step 7 When college is selected, click “Copy selection College information to Data Entry form”

Select a mailing address

College Lookup Page

Select College name:


[Return to College page](#)

Step 8 Click the down arrow to the right of the “Transcript Type” field and select “Official” for an official transcript.

* indicates required field

Transcript Type: *

Step 9 Check information and click

 **Instructions:**
Transcript Type: Select only **ONE** of the official transcript types.
Nation: Always leave "None" in this field.

* indicates required field

Transcript Type: *	<input type="text" value="Official"/>
College Name:	<input type="text" value="West Liberty State College"/>
Street Line 1:	<input type="text" value="Office of Admissions"/>
Street Line 2:	<input type="text" value="PO Box 295"/>
Street Line 3:	<input type="text"/>
City:	<input type="text" value="West Liberty"/>
State or Province:	<input type="text" value="West Virginia"/>
Zip or Postal Code:	<input type="text" value="26074-0295"/>
Nation:	<input type="text" value="None"/>
Area Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Extension:	<input type="text"/>
International Access Number:	<input type="text"/>

Step 10 Enter number of copies and click “Continue”

Click “Yes” by “Official Transcript” & “Send Electronically”

Transcript Request Information

Instructions:

Official Transcript: This should always have the dot for "Yes."

In Progress Cut-off Term: Normally this should be the current term. If you have already registered for a future term, use it.

Transcript Request Options:

Select "Hold for Grades" if you are ordering the transcript to be sent after grade processing at the end of the semester.
Select "Hold for Degree" if you are graduating for the current semester.
Select "As soon as possible" if you are ordering the transcript without grades or with coursework in progress.

Number of Copies (Up to 99):

Official Transcript: Yes No

In Progress Cut-off Term:

Print Transcript:

Send Electronically: Yes No

Alternate Delivery Method:

[\[View Holds | Academic Transcript \]](#)

Step 11 Review Confirmation screen & click “Submit Request”

Transcript Request Confirmation

Issued to: West Liberty State College

Street Line 1: Office of Admissions

Street Line 2: PO Box 295

City: West Liberty

State or Province: West Virginia

Zip or Postal Code: 26074-0295

Course Levels: All course levels

Copies Ordered: 1

Official Transcript: Yes

Delivery Method: Standard

Cost of Order: \$10.00

Payment Method: Credit Card Payment

Print Transcript: As soon as possible

Step 12 Complete Payment & Billing Information and click “Continue”

TouchNet
SET THE CURVE™

[Bill+Payment Client]

Important: Information | Ask for Help

Amount and Method → **Payment Information** → Submit Payment → Payment Receipt

Description: Transcript Request
Payment amount: \$10.00
Payment method: Credit or Debit Card

Credit or Debit Card - We accept the following credit and debit cards.

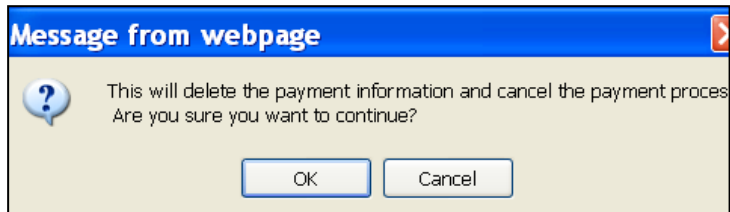
VISA MasterCard Discover AMERICAN EXPRESS

Account Information
*Indicates required fields
*Card account number: xxxxxxxxxxxx5454
*Name on card: Donald Duck
*Card expiration date: 01 2015
*Security code: (What is this?) 555

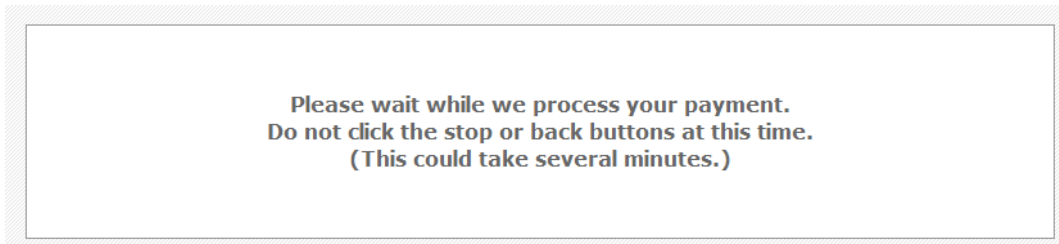
Cardholder Billing information
 My billing address is international
*Billing address: 911 Boling Hwy
Billing address line two:
*City: Wharton
*State/Province: Texas (TX)
*Postal code: 77488
*Country: UNITED STATES
*E-mail: (Receipt will be sent to this address) donaldd@wcjc.edu

Continue Cancel

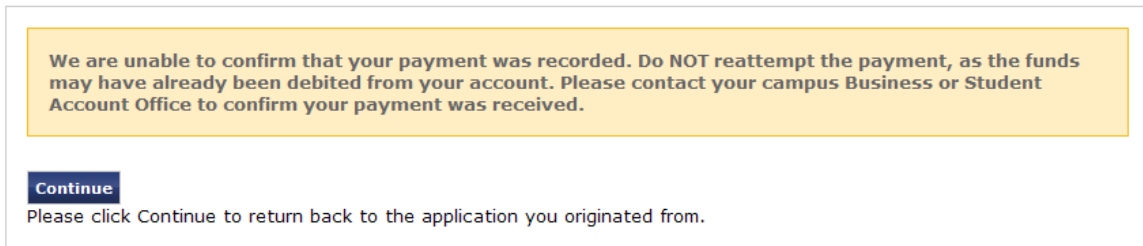
OR Click “Cancel” to Delete payment information and cancel the payment process...



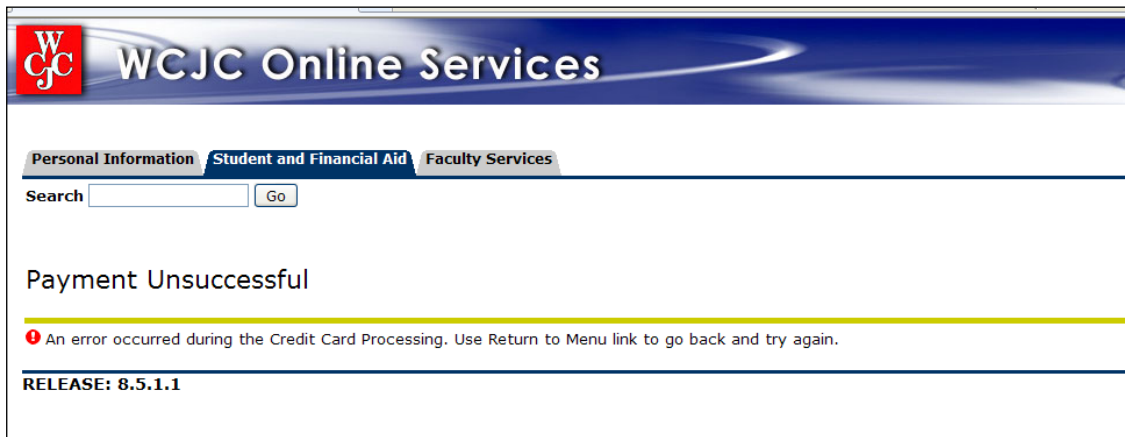
Step 13 If you clicked “Continue”, you should see the following...



If the following message appears, click “Return”. You will be able to check your account in Online Services and check your account.



Step 14 If the payment is unsuccessful, you will see this notice.



Step 15 If the payment is successful

Step 16 Remember to click “Sign Out” in the upper right hand corner when you are finished; then close your browser.