

Requesting Duquesne University Transcripts (CIHS)

Requesting an official transcript from Duquesne U, cannot be placed until after the student has completed the class and the teacher has submitted the grades to Duquesne U. Recommendation is to wait till late June. This process can only be completed online. There is a fee of \$5.50 for paper/mailed and \$4.00 etranscript.

Step 1: <http://www.duq.edu/academics/university-registrar>

Step 2: Scroll down to "I need Transcripts"

Step 3: Click: Scroll down to **Former Students**. Go to the NSC Transcript Ordering Center and **order your transcript**.

Step 4: Choose "Start" button

Step 5: Enter your personal information and complete the online form

Requesting U of Pittsburgh Transcripts (CIHS) Communications & Rhetoric Class

Requesting an official transcript from U of Pittsburgh, can not be placed until after the student has completed the class and the teacher has submitted the grades to Pitt. Recommendation is to wait till late June. This process can only be completed online. There is a fee of \$6.00 for paper, \$5.00 etranscript.

Step 1: <http://www.registrar.pitt.edu/>

Step 2: On the left hand column click "Transcripts"

Step 3: Click: **ORDERING OFFICIAL TRANSCRIPTS - Click Here**

Step 4: Select "**Former Student**" if you no longer have an active University of Pittsburgh account or a **College in High School Student**.

Step 5: You must now "Create Account"

When completing the form, it will ask the following:

Degree seeking? Answer - Bachelors

What campus? Answer - Pitt Main

Step 6: Once your account has been created – choose "Order Now"

Step 7: Choose either eTranscript or Paper Mail. Have the transcript sent directly to the college you are enrolling.

Step 8: Continue through the process....signing FERPA, making the payment, and hitting submit.

Carlow University Transcript (CIHS) – Principles of Accounting

Must complete hard copy paper form

[http://www.carlow.edu/uploadedFiles/Academics/Resources and Support/Registrar/Transcript%20Request%20Form.pdf](http://www.carlow.edu/uploadedFiles/Academics/Resources%20and%20Support/Registrar/Transcript%20Request%20Form.pdf)

Rochester Institute of Technology (CIHS) – Project Lead the Way

Must complete hard copy paper form

https://www.rit.edu/academicaffairs/registrar/sites/rit.edu.academicaffairs.registrar/files/transcript_request_form_8-14-13.pdf