

# **TRANSFERRING VU CREDITS**

**GETTING YOUR DUAL CREDITS TRANSFERRED TO YOUR NEW COLLEGE**



# THINGS TO KNOW

- THE DUAL CREDIT COURSES TAKEN WHILE AT HIGH SCHOOL NEED TO BE TRANSFERRED TO YOUR NEW SCHOOL. ALTHOUGH YOUR EARLY COLLEGE CLASSES ARE ON YOUR HIGH SCHOOL TRANSCRIPT, COLLEGES NEED THE OFFICIAL TRANSCRIPT FROM VU IN ORDER TO AWARD YOU CREDIT.
- YOUR OFFICIAL VU TRANSCRIPT WILL INCLUDE ALL OF THE VU COURSES TAKEN WHILE AT CGHS. IF YOU EARNED LOWER THAN A C IN THE COURSE, YOUR NEW SCHOOL WILL NOT AWARD YOU A TRANSFER CREDIT.

# THE QUICKEST WAY TO SEND A TRANSCRIPT

IF YOU SCHEDULED YOUR FRESHMAN ORIENTATION IN THE FIRST FEW WEEKS OF JUNE, THERE IS A POSSIBILITY THAT YOUR TRANSCRIPT WILL NOT ARRIVE PRIOR TO THAT DATE UNLESS YOU SEND IT ELECTRONICALLY.

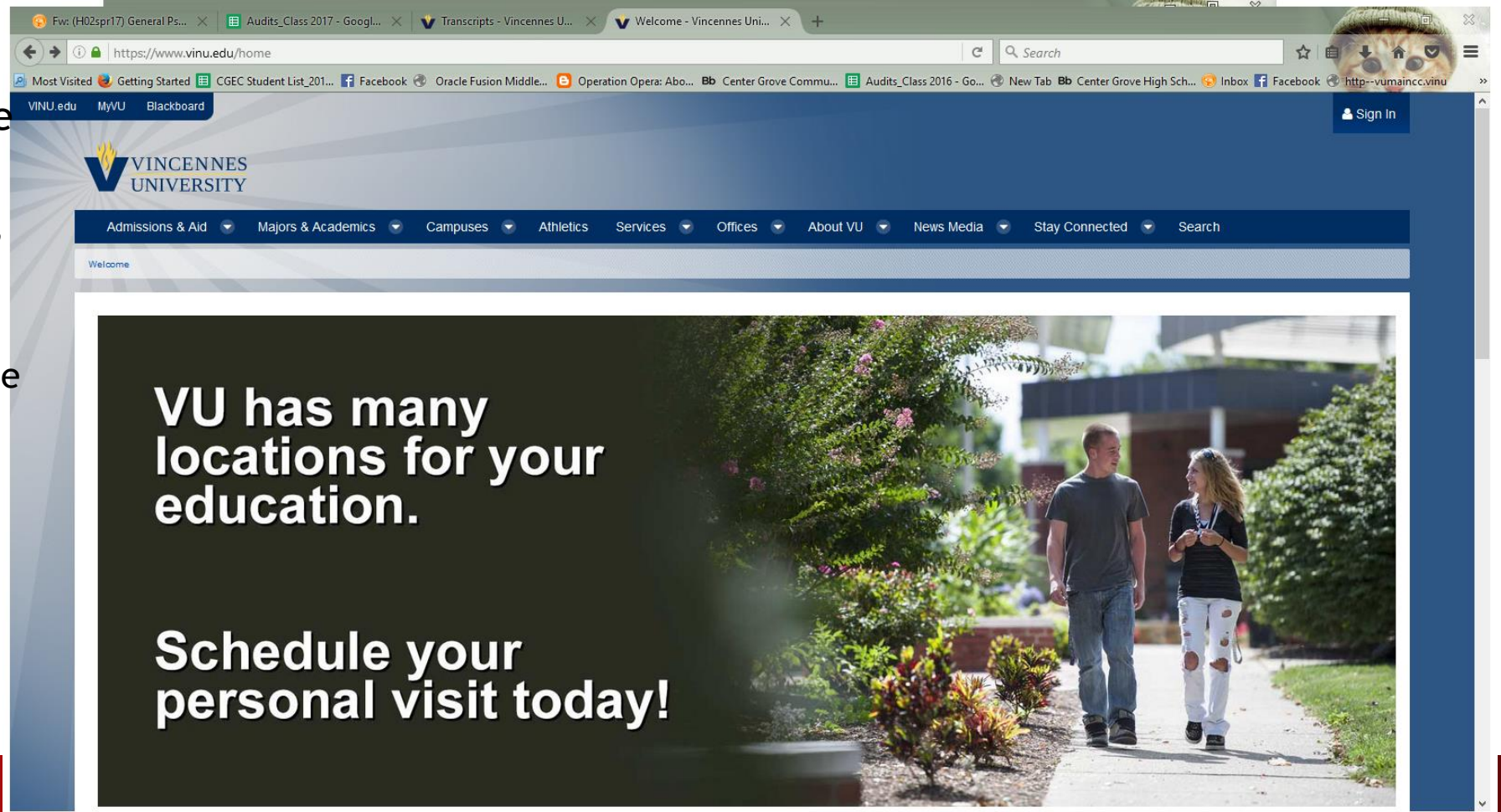
YOU HAVE THE OPTION TO GO ONLINE TO REQUEST THAT VU SEND A TRANSCRIPT ELECTRONICALLY. THERE IS A \$5.00 FEE WHEN YOU COMPLETE THE REQUEST FORM, SO BE SURE TO HAVE A CREDIT CARD AVAILABLE WHEN MAKING AN ELECTRONIC REQUEST.

MAKE SURE THAT ALL GRADES HAVE POSTED BEFORE SENDING YOUR TRANSCRIPT OR YOUR CURRENT COURSES WILL SHOW IP AND NOT A GRADE.

# STEPS TO REQUESTING AN ELECTRONIC TRANSCRIPT

Visit the Vincennes Website  
<https://www.vinu.edu/home>

Just type “Transcript request” in search section to find the correct link. Or you can find the correct page by visiting the page for the University Registrar.





# ELECTRONIC TRANSCRIPTS CON'T.

Select services on the banner . The drop down menu will allow you to select Registrar.

The screenshot shows a web browser window with the URL <https://my.vinu.edu/registrar-office>. The page features the Vincennes University logo and a navigation menu with the following items: Admissions & Aid, Majors & Academics, Campuses, Athletics, Services, Offices, About VU, News Media, Stay Connected, and Search. A 'Sign In' button is located in the top right corner. Below the navigation menu, there is a 'Services / Registrar' breadcrumb trail. The main content area is divided into two columns. The left column, titled 'Navigation', contains a list of services: Assessment Center, Blazer One Card, Bookstores, Center for Career & Employer Relations, Civility, Dean of Students' Office, Disability Services, High School Students, It's On Us, Library, Parent and Family Services, Registrar (with a sub-item Transcripts), Student Right to Know and Policies, and Veterans Support Services. The right column, titled 'Office of the Registrar', contains the following text: 'Student schedules, course drop and add, transcripts, verification of enrollment, I.D. validations, MyVU questions, and student records are just a few of the responsibilities of the Office of the Registrar.' 'Grades are processed in the Registrar/Student Records Office and are issued at mid-term and after final exams. All grades will be available to the student on myVU.' 'Before mid-term of the student's final semester, the student should obtain a Petition to Graduate from the academic advisor and submit it to the Registrar/Student Records Office. The student's academic record will be evaluated using the requirements of the major as listed in the Vincennes University catalog. The student and the academic advisor will be informed of the graduation status when the audit is complete.' 'How To Request Your Transcript/Academic Record' and 'Download Your Enrollment Verification Form' are listed as links. Below these links, it states: 'This form proves to third parties you are a student at Vincennes University. It is often requested by insurance companies for discounts, by loan companies to defer payment, or when applying for a job.' 'Petition to Graduate' is followed by: 'All candidates for graduation must (1) file a Petition for Graduation with the Registrar as soon as possible in their final semester and (2) clear all University obligations. Contact your academic advisor to assure that your Petition to Graduate is submitted.' At the bottom, it provides contact information: 'Please contact us by phone at 812.888.4220 or fax at 812.888.4380. You can also send an email to [records@vinu.edu](mailto:records@vinu.edu).' A 'Files:' section is partially visible at the bottom of the page.

SELECT  
THE  
ORDER  
HERE  
BUTTON

The screenshot shows a web browser window with the URL <https://www.vinu.edu/transcript-requests>. The page features the Vincennes University logo and a navigation menu with categories like Admissions & Aid, Majors & Academics, Campuses, Athletics, Services, Offices, About VU, News Media, Stay Connected, and Search. A breadcrumb trail indicates the path: Services / Registrar / Transcripts. On the left, a 'Services' sidebar lists various university services, with 'Transcripts' highlighted. The main content area is titled 'Transcript Requests' and includes a section for 'Transcript Request Online' with a \$5 charge notice and a list of requirements. A prominent blue 'Order Here' button is highlighted with a red box. Below this, there is a note about electronic PDF delivery and a section for 'Download Transcript Request Form'.

VINCENNES UNIVERSITY

Admissions & Aid | Majors & Academics | Campuses | Athletics | Services | Offices | About VU | News Media | Stay Connected | Search

Services / Registrar / Transcripts

Navigation

Services

- Assessment Center
- Blazer One Card
- Bookstores
- Center for Career & Employer Relations
- Civility
- Dean of Students' Office
- Disability Services
- High School Students
- It's On Us
- Library
- Parent and Family Services
- Registrar
  - Transcripts**
- Student Right to Know and Policies
- Veterans Support Services

College Credit

## Transcript Requests

**Transcript Request Online**

There is a \$5 charge (per transcript) for this transcript request method. Transcripts will not be released until all University obligations have been met. Official transcripts can be delivered electronically in as little as 15 minutes from when you place your order. This ordering method allows official transcripts to be sent electronically, by mail, or to be held for pick-up at the Registrar's Office.\* Any non-electronic transcript issued directly to the student will be stamped "issued to student" and will be considered unofficial.

Please be sure the following items are complete to ensure transcript delivery expediency and accuracy:

1. You have no University holds
2. You have no outstanding financial obligations
3. Your Final Grades have been posted (if not, an IP grade will display on your transcript)

**Order Here**

\*Please note that electronic PDF delivery is not available to students who attended Vincennes University prior to 1985.

**Download Transcript Request Form**

There is no charge for this transcript request method, however, students must have met all financial obligations to the University before transcripts will be released.

# YOUR FINAL STEP

You will be redirected to the National Student Clearinghouse. Be sure to follow the directions and have a credit/debit card available to pay your \$5.00 fee.

Transcript Ordering Center

**VINCENNES UNIVERSITY**

Accessibility Help Log Out

**System Messages**

**Important Information** : Effective June 21, 2017, only browsers compatible with the newest encryption protocol, TLS 1.2, will work with Clearinghouse webpages. For a list and links to compatible browsers, see our FAQs at <https://studentclearinghouse.info/docs/TLSFAQs.pdf>.

Welcome to Transcript Ordering

Official transcripts from Vincennes University can be ordered online via the National Student Clearinghouse's Transcript Ordering Center. Fees for these orders can be paid by any major credit or debit card. Transcripts ordered online can be delivered electronically (PDF), mailed to a desired address or marked for pick up in person at the Registrar's Office at [Vincennes University](#). Please note that PDF transcripts are available to view/download/print by the recipient for 30 days from the date of electronic delivery notification.

**Transcript Fees**

Fees for transcript requests processed by the National Student Clearinghouse are as follows:

- Official transcripts are \$5.00 each

**Delivery Options**

Delivery Options for transcript requests processed by the National Student Clearinghouse are as follows:

- Electronic PDF Delivery \*
- Hold for Pick Up \*\*
- Standard Mail \*\*

\*Please note that electronic PDF delivery is not available to students who attended Vincennes University prior to 1985.

**Track Your Order**

Your Transcript Order #:  
 [Help](#)

Your Email Address:  
 [▶](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

# STEPS FOR REQUESTING A TRANSCRIPT USING A PAPER FORM

- TRANSCRIPT REQUEST FORMS CAN BE FOUND ON MRS. TEIKE'S DESK OR DOWNLOADED FROM THE VINCENNES WEBSITE.
- COMPLETE THIS FORM NEATLY AND WITH BLACK INK.
- KNOW YOUR VU "A NUMBER" AND WRITE IT CORRECTLY ON YOUR FORM. YOUR A# WAS INCLUDED IN YOUR PACKET.
- HAVE THE CORRECT MAILING ADDRESS FOR YOUR NEW SCHOOL!
- SIGN AND DATE THE FORM.
- RETURN THE FORM TO MRS. TEIKE IN THE MAIN OFFICE OR FAX OR EMAIL THE FORM TO THE ADDRESS ON THE FORM.



# VINCENNES UNIVERSITY

## Transcript Request Form

\*\*\*Order cannot be processed until transcript request is processed within two business days\*\*\*

Please print clearly or type.

Name (Last, First, Middle): \_\_\_\_\_

Other names you have attended under \_\_\_\_\_

Student ID Number \_\_\_\_\_ or Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

In the event that we need to contact you regarding this request:

Current Address \_\_\_\_\_

Email Address \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Did you attend Vincennes University prior to 1957? Yes  No

Are you presently enrolled at Vincennes University? Yes  No

If not presently enrolled, date of last attendance: \_\_\_\_\_

Please print, in the Release transcript to box\*, the name and address of the person or place to whom the transcript is to be released. Submit a separate release for each address to which you are sending copies. For more than one copy to the same address, fill out only one form.

I would like my transcript (check one):

- Mail now.
- Mail after final grades are posted this semester.
- Mail after my degree has been posted.
- Fax an Unofficial Transcript to the fax number and contact listed below.

Number of copies to be sent \_\_\_\_\_

P  
R  
I  
N  
T

\*Release transcript to:

\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

This Faculty Release Transcript Request Form is a 2005 addition to release of information pertaining to the student's records. It is not intended to release a transcript and is not a request for a transcript. To request the transcript, please contact the Registrar's Office at Vincennes University to release a transcript.

How to submit your request:

Fax: 812-856-4380  
Email: records@vinc.edu

Mail: Vincennes University  
Registrar's Office  
1002 North First Street  
Vincennes, IN 47591

Transcripts released to the student will be stamped "sent to student" and are considered Unofficial.  
Official Transcripts are only mailed directly to Colleges, Agencies or Employers.

# QUESTIONS? WHO CAN HELP?

- IF YOU HAVE QUESTIONS THIS SUMMER CONCERNING YOUR VU TRANSCRIPT, DO NOT CALL THE HIGH SCHOOL! THE HIGH SCHOOL CAN ONLY ASSIST YOU WITH YOUR CGHS TRANSCRIPT.
- YOU CAN EMAIL MRS. WEEKS ([WEEKSK@CENTERGROVE.K12.IN.US](mailto:WEEKSK@CENTERGROVE.K12.IN.US))
- YOU CAN CALL VINCENNES UNIVERSITY AND TALK TO A REPRESENTATIVE IN THE REGISTRARS OFFICE @ 1-812-888-4220 DURING NORMAL BUSINESS HOURS.
- YOU MUST BE THE ONE TO CALL VINCENNES UNIVERSITY, NOT YOUR MOM OR DAD. YOU ARE NOW A COLLEGE STUDENT AND UNIVERSITIES WILL ONLY TALK TO YOU.