Transcripts:

What are they? How do you get them? What can they do for your future education?

TRANSCRIPTS

DEFINITION

A transcript is the official record of your activities at an academic institution. It is created only after you earn a credit in a course; in-progress courses are not on a transcript. The last transcript you get from an institution, if things go as you plan, will include information about the degree earned.

Official vs. Unofficial Transcripts

Unofficial transcripts can be generated by a user on a school website, or they are printed and given to students for immediate use until an official transcript is generated. They say "unofficial."

Official transcripts are sent directly from the school to the requested place, not handled by the student requester at all, and are therefore not able to be "tampered with."

Why you need them:

❌ **Admittance to higher ed**
❌ **Consolidate credits for degrees and certificates**
❌ **Employment**

REGISTRAR

Deals with registering for courses, grades for courses, transcripts.

Bursar

Deals with finances (this is NOT the Office of Financial Aid). The Bursar sends your bill and receives your payment.

Indiana College Core (STGEC)

To earn the IN College Core, you must send your transcripts from other schools, likely IU, to Ivy Tech. When you order your transcripts from IU, you'll need to put in a *recipient email address.*

Send transcripts TO Ivy Tech by emailing them to

transcripts@ivytech.edu

Admittance to Higher Ed

Most MHS students will need to supply their transcripts from 1-3 colleges to their college/university of choice.

LINKS TO TRANSCRIPT REQUESTS

Ivy Tech
Indiana University
College Board

Admittance to Higher Ed

Decide to send transcripts AFTER talking to an admissions officer at your college.

ALL INDIANA STATE SCHOOLS MUST TAKE THESE CREDITS

1. The non-state school may not take the credits, so you might be wasting your time to send them.

2. Verify that the grades either do or do not affect your overall GPA and then send accordingly (i.e. you might not want to have a C in a dual-credit course calculate into your college GPA)

Knowing what classes you took:

1. [MyIvy at Ivy Tech](#) has all your courses and grades from that school. ([you have your username and PW in an email, or call the helpdesk](#))
   - *MHS does not have your email info/PW*
2. [One.IU.edu](#) has that info for IU (you have your username and PW in an email, or call the [helpdesk](#))
3. [The Indiana Core Transfer Library](#) (CTL) located at transferin.net has information about what the class at IU or Ivy Tech "crosswalks to" at other schools and vice versa. (i.e. Ivy Tech Eng 111 = IU Eng W131)
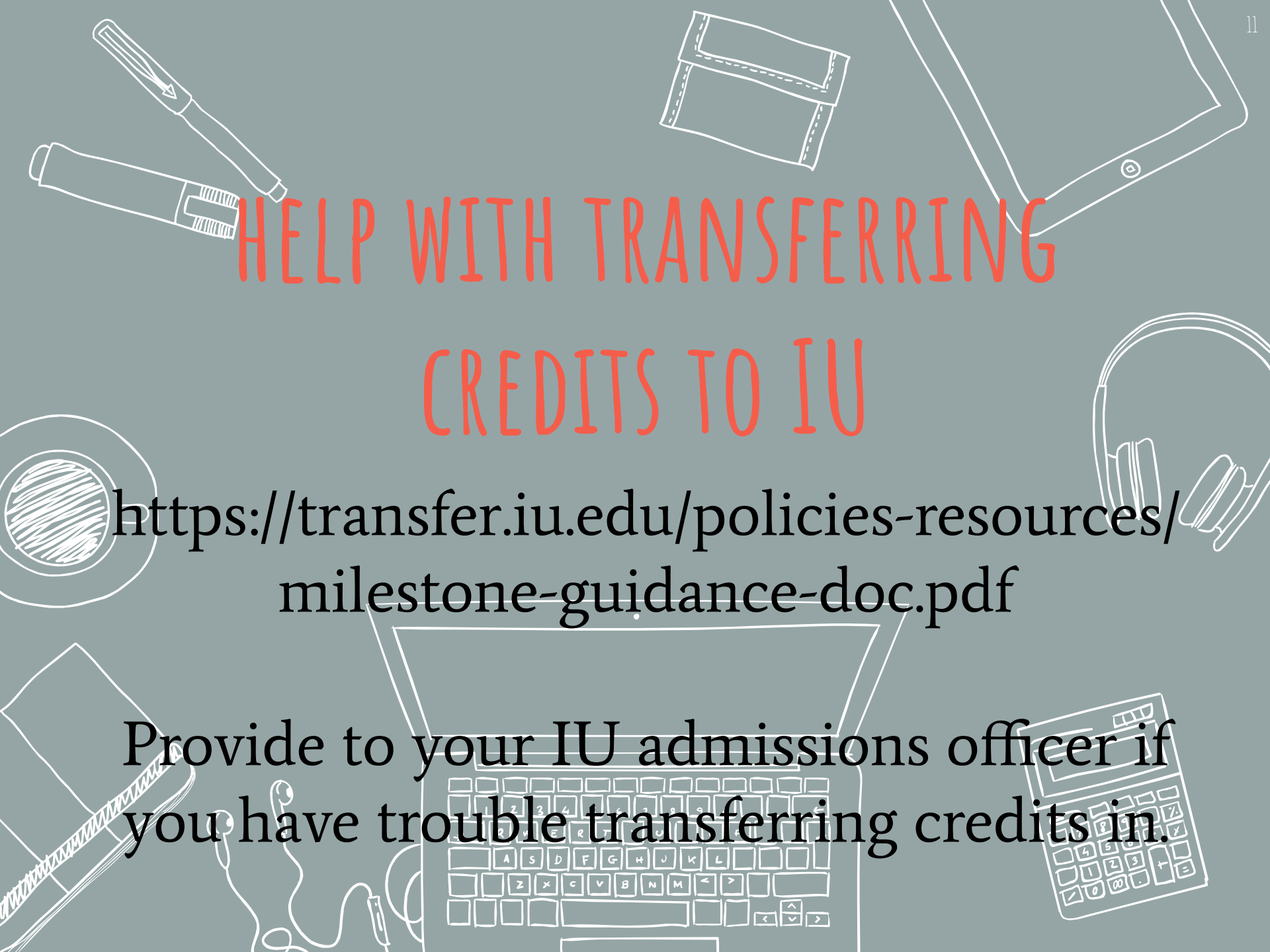
Admittance to Higher Ed

A transcript usually costs money, so make sure you have the mailing or email address right, that the grades you want reflected have posted, and that the courses you want to transfer will, in fact, count.

Admittance to Higher Ed

Many schools require your SIGNATURE as well as payment. For example IU requires that after you fill out the online form and pay, that you PRINT a signature page and FAX/MAIL it to the Registrar.

You can also WALK IN to the Registrar at IUSB and Ivy Tech and order and pay for a transcript.

HELP WITH TRANSFERRING CREDITS TO IU

https://transfer.iu.edu/policies-resources/
milestone-guidance-doc.pdf

Provide to your IU admissions officer if
you have trouble transferring credits in.

STGEC & Reverse Transfer

1. If you earn the STGEC certificate in high school, you must [transfer your credits](#) from AP and IU to Ivy Tech. They give the STGEC certificate.

OR

2. [Transfer credits back to Ivy Tech after your first year/semester of college and get the STGEC](#)

Timing your transcript

1. To earn the STGEC before graduating, you must finish the courses in the FALL semester and transfer your credits to Ivy Tech AFTER grades post **(January)**

OR

2. To earn the STGEC before you start college (late June), you must finish the courses in the SPRING semester and transfer your credits to Ivy Tech AFTER grades post **(May)**

Do it right and pay ONCE!

Reverse Transfer

Let's imagine you earned 23 college credits in high school and go off to college. You plan to stay and earn your 4-year degree, so why care about the STGEC anymore? Life is full of unexpected things, and making sure you have the STGEC will ensure that you have an earned, higher-ed credential (not "just some credits").

To do:

1. Log into your accounts at IU, Ivy Tech, and AP
2. Determine if you have the [right courses](#) for the STGEC (use [the CTI](#) to help yourself if necessary)
3. Send transcripts/scores to Ivy Tech to get the certificate
4. Communicate with your College Connection Coach (Mr. Joyner – jjoyner15@ivytech.edu)