

## Requesting an Official Transcript for Affiliated Off-Campus Programs

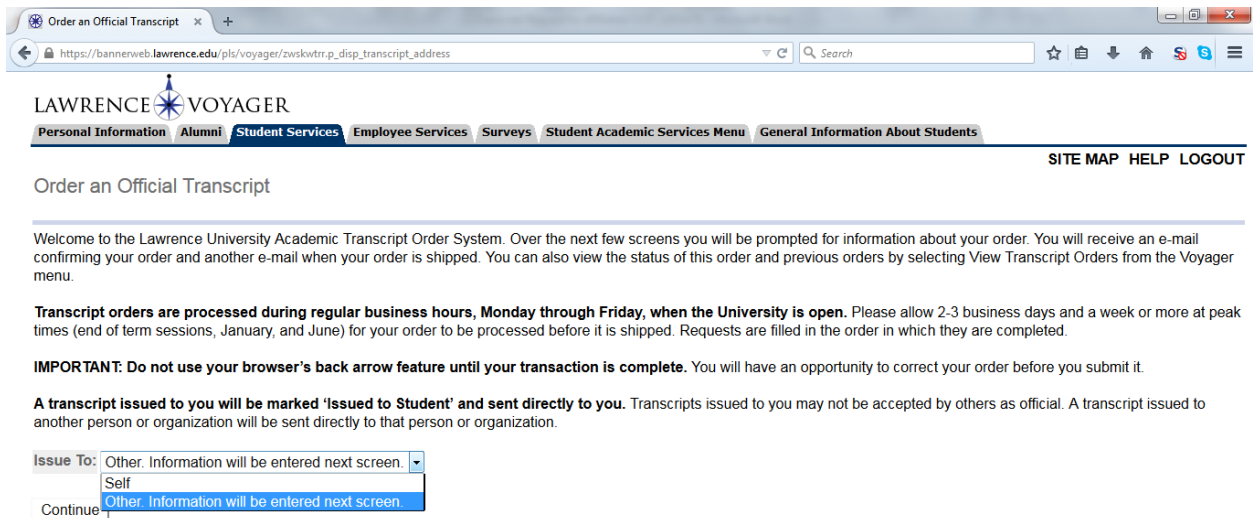
Ordering a transcript for an Off-Campus Program is easy, and, if you are applying for an affiliated Off-Campus Program, there is no charge. Simply follow the five easy steps outlined below. Once your transcript is requested, it will be sent to Leslie Weber, Director of Off-Campus Programs, at International House to be enclosed with your application.

**Note:** If you are requesting your transcript for a program with an **early application deadline** (for example, Japan Study, Associated Colleges in China, Oxford University through Arcadia, or Earth and Environment in Italy), you should send an email to the Registrar's office ([Registrar@lawrence.edu](mailto:Registrar@lawrence.edu)) or stop in the Registrar's office in Brokaw to let them know that your transcript needs to be sent to the Off-Campus Programs office by this earlier deadline.

### Requesting a Transcript in Voyager

To request a transcript, complete the following steps:

- 1) Log on to Voyager.
  - a. Click on **Student Services**
  - b. Click on **Academic Resources & Services**
  - c. Click Order **Official Academic Transcript**
  - d. From the Issue To dropdown, select "Other. Information will be entered next screen"
  - e. Click **Continue**



The screenshot shows a web browser window with the URL [https://bannerweb.lawrence.edu/pls/voyager/zwskvtr.p\\_disp\\_transcript\\_address](https://bannerweb.lawrence.edu/pls/voyager/zwskvtr.p_disp_transcript_address). The page title is "Order an Official Transcript". The navigation menu includes "Personal Information", "Alumni", "Student Services", "Employee Services", "Surveys", "Student Academic Services Menu", and "General Information About Students". The "Student Services" menu is active. Below the navigation menu, there is a "SITE MAP HELP LOGOUT" link. The main content area contains a welcome message: "Welcome to the Lawrence University Academic Transcript Order System. Over the next few screens you will be prompted for information about your order. You will receive an e-mail confirming your order and another e-mail when your order is shipped. You can also view the status of this order and previous orders by selecting View Transcript Orders from the Voyager menu." Below this, there is a note: "Transcript orders are processed during regular business hours, Monday through Friday, when the University is open. Please allow 2-3 business days and a week or more at peak times (end of term sessions, January, and June) for your order to be processed before it is shipped. Requests are filed in the order in which they are completed." An important note follows: "IMPORTANT: Do not use your browser's back arrow feature until your transaction is complete. You will have an opportunity to correct your order before you submit it." Below this, there is a note: "A transcript issued to you will be marked 'Issued to Student' and sent directly to you. Transcripts issued to you may not be accepted by others as official. A transcript issued to another person or organization will be sent directly to that person or organization." At the bottom, there is a form with a dropdown menu labeled "Issue To:" with the following options: "Other. Information will be entered next screen.", "Self", and "Other. Information will be entered next screen.". The "Continue" button is visible below the dropdown menu.

- 2) Complete the Send Transcript To page by filling in the fields as follows:
  - a. **Issued To:** Type in the name of the OCP program (example: *ACM India*)
  - b. **Street Line 1:** Type "*Off-Campus Programs*"
  - c. **City:** Type "*Appleton*"
  - d. **State:** Type "*Wisconsin*"

- e. **Zip:** Type "54911"
- f. **Nation:** Select "United States"
- g. **Notification Email:** Type in YOUR email address
- h. **Confirm Notification Email:** Re-type your email address

Send Transcript To:

\* indicates required field

Issued To: *	YourProgramName	For "YourProgramName" type in the name of your program. Ex: ACM India
Street Line 1: *	Off-Campus Programs	Type (and select) these exactly as shown
Street Line 2:		
Street Line 3:		
City: *	Appleton	
State or Province: * (States listed first)	Wisconsin	
Zip or Postal Code:	54911	
Nation: *	<ul style="list-style-type: none"> <li>None</li> <li>United States</li> <li>Afghanistan</li> <li>Albania</li> </ul>	
Please indicate the e-mail address where we can reach you if we have questions and send you notification of your order.		
Notification Email: *	youremail@lawrence.edu	For "youremail@lawrence.edu" type in your own email
Confirm Notification Email: *	youremail@lawrence.edu	

Continue

- 3) Complete the Transcript Printing and Delivery page by completing the fields as follows:
- a. **Number of copies** – Select "1." Note: You do NOT need to request two transcripts for one application. The transcript will be used first for on-campus application review purposes and then will be sent on with your program application materials for the program's final application review. Only one transcript is needed.
  - b. **Print Transcript** – Select one of the two options below, depending on your situation:
    - i. "As soon as possible" – Most students select this option.
    - ii. "Hold for current term grades" – Choose this if you are requesting the transcript but need it to be sent AFTER the current term's grades are included.
  - c. **Delivery Method** – Select "LU off-campus prog"



Transcript Printing and Del... x +

https://bannerweb.lawrence.edu/pls/voyager/zwskwtrr.p\_disp\_transcript\_request\_data

LAWRENCE VOYAGER

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SITE MAP HELP LOGOUT

## Transcript Printing and Delivery

There is a \$5.00 charge for each transcript which includes standard delivery by the U.S. Postal Service.

Transcripts are processed after payment is received. Please allow 2-3 business days for processing your order, and a week or more during peak times (after a term ends, after graduation in January and June).

**Current Students:** Transcript requests made after 5:00 p.m. on the last day of classes will be held until grade processing for the term is completed.

Number of Copies (Up to 5):

Print Transcript:

Delivery Method:

- 4) Review the information on your transcript request.
- 5) Click **Submit Request** to send the order.
- 6) You will receive a confirmation email when the transcript is sent to the Off-Campus Programs office.

Transcript Order x +

https://bannerweb.lawrence.edu/pls/voyager/zwskwtrr.p\_disp\_trans\_request\_charges

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## Transcript Order

Please review your order carefully for accuracy, then correct or submit your request using the action buttons below.

If you have elected to pay by credit card, the session will be transferred to CashNet for payment when you submit your order. Please be patient while the transfer is made and do not exit your browser window until your transaction is complete.

Please allow 2-3 business days and a week or more at peak times (end of term sessions, January, and June) for your order to be processed before it is shipped. **Current Students** -- Transcript requests made after the last day of classes will be held until grading and the academic action review for the term are complete.

The status of your order can be viewed in Voyager. You will be notified by e-mail when your order is shipped.

**WARNING:** You have indicated your transcript is for an affiliated off-campus program. It will be sent to the Off-Campus Program Office. Please be sure the 'Issued to:' field below indicates the specific program to which you will apply (example, ACM Tanzania). Scroll to the bottom of the page to submit or edit your request through the 'change the order' tab.

Issued to:	YourProgramName
Street:	Off-Campus Programs
City:	Appleton
State or Province:	Wisconsin
Zip or Postal Code:	54911
Nation:	United States
Copies Ordered:	1
Delivery Method:	LU off-campus prog (\$0)
Transcript Fee:	No charge
Shipping/Processing Charge:	
Order Total:	No charge
Print Transcript:	As soon as possible
Your E-Mail Address:	youremail@lawrence.edu

If you have any questions, please contact the Off-Campus Programs office at [offcampusprograms@lawrence.edu](mailto:offcampusprograms@lawrence.edu).