

**About**

Registrar home  
Mission  
Right to know

**Calendars:**

Academic calendar  
Event calendar  
Final exams schedule  
OUS terms 2005-2010

**Register for classes:**

Current registration/dates  
Online registration  
Registration instructions  
The registration process  
Instructions for web registration

**Schedule of classes**

Summer SOAR  
Summer term registration  
Summer information  
Online new students  
Online returning students  
Paper format

**Request transcripts:****General information**

Instructions  
WOU unofficial online transcript  
Printable transcript request form  
Online transfer transcript request

**Transfer into WOU:****General information**

Transfer admissions  
Transfer articulation  
Oregon Transfer Module(OTM)

**Student resources:**

Academic catalog  
Calculate GPA  
Commencement info  
Degree evaluation  
Forms  
Grades  
Student Records Policy  
Scheduling grid  
Verify enrollment

**Academic advising:****General information****Information for:****Faculty**

Faculty Login  
Remove Holds  
Class Rosters  
Grading  
Grading Instructions  
Writing Intensive Credit

**Staff**

Room scheduling

**WOU Data (OIRPA)****Paying for college:****Financial Aid**

General information  
Scholarships  
Grants  
Loans  
Work study

**Costs**

General information  
Estimated expenses  
Tuition and fees  
Housing & Dining

**Veterans benefits****University Registrar****Transcript requests****Order WOU official transcripts online at the Student Clearing House**

Western Oregon University has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card when using this service. Your card will only be charged after your order has been completed.

To order official transcripts, login to the [Clearinghouse secure site](#).

The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you would like in a single session. A processing fee will be charged per recipient.

Order updates will be emailed to you. You can also track your order online.

[Order your official at the Student Clearinghouse secure site.](#)

**Request transcripts directly from Western Oregon University**

WOU can no longer accept most credit cards due to increased fees charged by credit card companies.

Transcripts may not be ordered over the phone.

Either fill out a transcript request form or send a letter containing the required information (see below). Transcript request forms are available in [Microsoft Word](#) or [Adobe PDF](#).

**Requests may be delivered in the following manner:**

Order official transcripts online at the [Student Clearinghouse secure site](#).

You may mail your request to:

ATTN: Transcripts  
WOU Registrar's Office  
345 North Monmouth Ave.  
Monmouth, OR 97361

You may fax your request to 503-838-9696.

You may submit your request in person at the Registrar's Office: room 106 Administration Building.

**Transcript requests made directly to WOU should include:**

Your signature (required to release transcripts)

Full name and any other names used

Social Security Number or Student Identification Number ("V" Number)

Date of birth

Approximate dates of attendance

Indicate if you would like transcripts held for current grades, recording of degree, recording of licensure/endorsement or grade changes. (Transcripts will not be printed until indicated event occurs.)

Name and address(es) to which transcripts are to be sent or instructions to hold for pick up

Daytime phone number

Payment

**Payment may be made in the following manner for transcripts from WOU:**

Due to increased fees charged by credit card companies, **WOU can no longer accept most credit cards.**

Cash (for payment in person only, please do not send cash through the mail)

Check

Money Order

Electronic Payment via E-Check or MasterCard

If you know your WOU student identification number click [here](#) to make an electronic payment.

If you do not know your WOU student identification number click [here](#).

You may use major credit cards to order WOU official transcripts using the [Student Clearinghouse secure site](#).

**Transcript cost**

**Standard** - \$5 per copy (transcripts are mailed within 10 business days).

**Rush** - \$10 per copy (transcripts are mailed within 3 business days).

**Same Day Rush** - \$30 per copy (transcripts must be ordered before 2pm).

All transcripts are mailed first class via the U.S. Postal Service unless you provide payment for a different method.

**Notes:**

- ▷ Transcripts will not be printed before payment is received.
- ▷ Transcripts will not be printed if there are holds on the students' accounts. These holds must be cleared by the appropriate office.
- ▷ Official transcripts cannot be faxed.
- ▷ Unofficial transcripts are available on-line except for students enrolled prior to Fall 1987; these students must submit a written request for unofficial transcripts. (There is no charge for unofficial transcripts.)
- ▷ Photo identification is required when picking up transcripts in person.

[Return to Registrar's Office](#)

**Contact**

**University Registrar**

ph: (503) 838-8327; fax: (503) 838-9696 | or e-mail: [registrar@wou.edu](mailto:registrar@wou.edu)

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Western Oregon University | 345 N. Monmouth Ave. | Monmouth OR 97361 | 503-838-8000(V/TTY) | 1-877-877-1593