



K-14 Education Consortium

MINUTES FOR Friday, February 2, 2018

8:30 a.m.

Public Safety Academy, PSA 19 A&B

Members Present:

Adkins, Scott – Interim Director, Education Centers-West Valley, COD
 Allan-Bentley, Beth – Director of Research, OneFuture Coachella Valley
 Aviña, Steven – Counselor, Palm Springs High School, PSUSD
 Bailey, Prudence – CTE Transitions Specialist, COD
 Becerra, Sal – Counselor, Desert Hot Springs Hot School, PSUSD
 Becker, Zerryl – Dean, Applied Sciences & Business, COD
 Bellanich, Denise – Career Guidance Specialist, DSUSD
 Bibo, Kevin – Assistant Principal/CTE, Palm Desert High School, PSUSD
 Bleza, Michelle – Manager, Career & College Access Planning, COD
 Carmezi, Russell – Work Based Learning, Cathedral City High School, PSUSD
 Daiberl, Carol – Assistant Principal, Palm Desert High School, DSUSD
 Enders, Jessica – Director, Education Centers, COD
 Espinoza-Parra, Oscar – Dean of Enrollment Services, COD
 Farmer, Carl – MESA Director, COD
 Gustafson, David – Principal, Amistad High School
 Herrera, Marcy – Assistant Principal, CTE Programs, Indio High School, DSUSD
 Hunt, Janel – Assistant Principal, Palm Springs High School, PSUSD
 Jackson, Oron – Principal, Horizon/Summit High School, DSUSD
 Keuilian, Deanna – CTE Administrator, DSUSD
 Lee, Bryan – Energize College Program Manager
 Luttrell, Curt – Director, Admissions and Records, COD
 Mathis, Pam – Counselor, Mt. San Jacinto High School, PSUSD
 McNulty, Kim – Vice President, Regional Strategy, OneFuture Coachella Valley
 Mendoza, Rosalia – Adult Education Counselor, District Parent Center, PSUSD
 Mesicek, John– Work Based Learning Coord, Desert Hot Springs HS, PSUSD
 Nery, Annebelle – Vice President, Student Success, COD
 Omier, Julio – Assistant Principal, Rancho Mirage High School, PSUSD
 Peregrina-Kretz, Diliaana – Director, Talent Search Grant Programs, COD
 Perotti, Marie – CTE Coordinator, CVUSD
 Phillips, Amanda – Dean, Counseling Services, COD
 Pinning, Steve – Director of Linked Learning, CTE, PSUSD
 Ralston, Pamela – Chair/Vice President of Student Learning, COD
 Reyes, Ralph – CTE Counselor, Amistad High School, DSUSD
 Sanchez, Art – Principal, Coachella Valley High School, CVUSD
 Schantz, Ashley – Counselor, La Quinta High School, DSUSD
 Schneider, Michael – Assistant Principal, La Quinta High School, DSUSD
 Torres, Adrian – Curriculum, Xavier College Preparatory High School
 Valenzuela, Michelle – Counselor, Rancho Mirage High School, PSUSD

	Watson, Erica – Assistant Principal, Desert Hot Springs High School, PSUSD Webb, Sean – Assistant Principal-CTE, La Quinta High School, DSUSD Wells, Leslie – Vice Principal-CTE, Shadow Hills High School, DSUSD Woll, Ryan – Principal, Palm Springs High School, PSUSD Young, Leslie – Dean, Health Science and Education, COD
Recorder:	Mary Lou Marujo

AGENDA

1. Call to Order (8:31 a.m.)			
Dr. Pamela Ralston introduced Dr. Annabelle Nery, Vice President of Student Services at College of the Desert, who just returned from an awards reception in Florida. College of the Desert was invited to an awards reception where they were one of 10 finalists in two categories for the 2018 Bellwether Award— Instructional Programs & Services category, and Planning, Governance & Finance category. COD won the Instructional Programs & Services award for its EDGE program. (Press release attached.) Dr. Nery noted that the Bellwether focuses on innovative programs that other community colleges nation-wide might consider replicating.			
2. Action Items			
2.1 Approval of Agenda			
DISCUSSION	None.		
CONCLUSION	Agenda approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
2.2 Approval of December 1, 2017 Minutes			
DISCUSSION	None.		
CONCLUSION	Minutes approved as submitted.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3. Group Discussion			
3.1 Summer and Fall Registration Dates, Calendar Update			
DISCUSSION	Dr. Oscar Espinoza-Parra, incoming Dean of Enrollment Services-COD, handed out the Enrollment Services Timeline for 2018-2019 (copy attached). Curt Luttrell, Director of Admissions & Records-COD, shared their summer schedule changes. Thanks to the work of this committee this past year, COD was been able to align their schedule so that 15 of the 16 valley high schools were able to attend summer school at COD. They went from two concurrent enrollments in 2016 to over 200 in 2017.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.2 pLEDGE Program Update			
DISCUSSION	Dr. Nery recalled that the EDGE program started in 2012 with 22 students. For summer 2017 EDGE served 1,250; 1,004 were pLEDGE students. With the pLEDGE students, COD more than doubled (70%) their first-time fulltime students. COD has committed to another two-years of free tuition and fees to the graduating		

class of 2018. Fundraising continues and COD is planning on continuing the \$100 book voucher program, and is working towards also covering additional expenses, e.g., transportation and child care in the future.

Dr. Nery noted that the pLEDGE students have a 10 hour community service requirement and we are finding that they are actually averaging 30-50 hours; some even 100's of hours.

Benchmarks on how COD is working on bringing students in with not only our EDGE and pLEDGE programs, but also on how our outreach has changed is producing great outcomes. A few highlights:

- Our local high school capture rate has gone up significantly.
- EDGE students have the retention rate of approximately 90%. We have a higher retention rate that meets State and national standards.
- Our degree and certificate completion rates have grown by 58%.
- We've mitigated some of the equity gaps we used to have with the Hispanic and Latino population.

EDGE and pLEDGE seem to correlate with these successes.

Ryan Woll, Principal at Palm Springs High School, asked if we would provide these statistics because there is misinformation in the community on COD's success rates.

Amanda Phillips, Dean of Counseling Services-COD, advised that one of the many challenges with the public campaign is that our official statistics listed in the Chancellor's office are always six years old. Nothing in their official database will include the students who participated in EDGE. Therefore, our improvements within the last five years are not yet reflected in our official statistics on the Chancellor's office website.

CONCLUSION

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Show the EDGE and pLEDGE presentation shown at the Bellwether Awards ceremony to this group at a future meeting. • Prepare one sheet with the most relevant statistics and outcomes of the EDGE and pLEDGE programs. 	<p>Annebelle Nery</p> <p>Annebelle Nery</p>	

3.3 Palm Springs Update

DISCUSSION

With the temporary Palm Springs campus coming online, there was a strategic decision to add a second Director of the Education Centers. Jessica Enders, who has been covering the entire valley for some time, will now be the Director of Education Centers for East Valley. Dr. Nery introduced Dr. Scott Adkins, the Director of Education Centers for West Valley. She went on to advise that COD is creating multiple teams for the east and west valley. The east valley team will be Jessica Enders, Dr. Nery and Dr. Espinoza-Parra. The west valley team will be

	<p>Dr. Adkins, Dr. Joel Kinnamon and other leadership. These teams will have more of a presence in the community, e.g., community and city council meetings.</p> <p>Dr. Adkins reported on the first successful week at the Temporary Palm Springs COD campus. Some students are walking from Palm Springs High School to attend classes, which is not far down the street.</p> <p>Dr. Ralston advised that most of the evening course offerings at Palm Springs High School were moved to the temporary campus. The first pieces academically at Palm Springs are a little bit of the continuation of where we've been. The next steps will be building the schedule out as we realize the vision set forth for the west valley, which is a really engaged and innovative educational space not set-up in our traditional model. Instead, thinking about integrated inter-disciplinary work that has many aspects around innovation.</p> <p>Curt Luttrell, COD's Director of Admissions and Records (A&R), reported that this summer, in preparation of the temporary campus and other sites, A&R went through a reclassification of some of their front line people. A&R is now providing all of the services you get at the main Palm Desert campus at all of our locations.</p> <p>Dr. Nery introduced Diliانا Peregrina-Kretz, Director of the Talent Search Grant Program, which provides college and parent outreach to the two middle schools and high school in Desert Hot Springs. We're hoping in a few years to apply for the next grant and offer middle school outreach to the east valley as well.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
3.4 Check-in for Spring Dual and Concurrent Enrollment			
DISCUSSION	<p>Dr. Michelle Bleza handed out a list of the Spring 2018 Dual and Concurrent Enrollment courses being offered across the valley (copy attached). She pointed out that the year-long classes are not on this list, so the following numbers do not include the students participating in those year-long classes.</p> <ul style="list-style-type: none"> • Dual Enrollment – 201 • Concurrent Enrollment – 145 <p>She added that almost 600 high school students earned college credit during the Fall term.</p>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> • Provide dual and concurrent enrollment data following census to firm up the number of classes and enrollments for spring 2018. Include year-long courses. 	Michelle Bleza		

3.5 Summer 2018			
DISCUSSION	<p>Dr. Bleza asked that all summer school paperwork for concurrent enrollment be submitted to her as the primary contact. Once she confirms the package is complete, she forwards it to Mr. Luttrell in Admissions and Records. (See “Summer High School Concurrent Enrollment” instructions/deadlines attached.)</p> <p>Discussion ensued on how concurrent college credits are getting posted on high school transcripts (excluding high school seniors moving on to college), which seems to differ between high schools. In order to help the high school registrars, Mr. Luttrell suggested some type of information release form be collected at the point of enrollment so that once the course is over, COD registrar’s office will send the high school registrars a list of students’ grades so that they can be posted on their high school transcript.</p> <p>A reminder to submit Fall 2018 dual enrollment applications to Dr. Bleza before you leave for summer. Please send them over when the application is ready. Transcripts can be added later when they’re available.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Review the possibility of adding the “Information Release” on the dual and concurrent enrollment application in order for COD’s registrar to report the students’ grades to the appropriate high school registrar. 		Curt Luttrell	
3.6 Transcript Requests			
DISCUSSION	The process to order COD transcripts was provided (copy attached). The first two transcripts (lifetime) a student can request are free.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
3.7 Good of the Order			
DISCUSSION	<ul style="list-style-type: none"> Steve Aviña, Counselor at Palm Springs High School (PSHS), advised that if you’re holding a dual enrollment class at your site with your teacher, it must be included on your NCAA (National Collegiate Athletic Association) clearinghouse list. He added that in order for it to get approved, it must be part of your math pathway. At PSHS it says 10 credits posted, but it is taught as a one semester class; therefore, the NCAA only counted it as one semester class. He strongly suggested you work with your counselors and athletic directors to review these regulations closely. Amanda Phillips advised that the Counselor Conference hosted by COD is on February 21st. Please ask your counselors to RSVP. Kim McNulty, Vice President, Regional Strategy, OneFuture Coachella Valley, asked everyone to save the date of March 22 in the evening for the Annual FASFA Completion Competition. Carl Farmer, MESA (Math Engineering Science Achievement) Director at COD, advised that for the past several years the MESA program has been in 		

	a partnership with CSUSB to provide hands-on research experience for our students. We are now planning a model to recruit students from high schools. More information will be forthcoming.		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
<ul style="list-style-type: none"> Email Counselor Conference invitation to Mary Lou, who will send out to this group. 	Amanda Phillips		
4. Adjournment: The meeting adjourned at 9:44 a.m.			

NEXT MEETING:

Friday, March 2, 2018 – 8:30 a.m.

Location College of the Desert – Public Safety Academy (PSA),

Room 19, A&B



FOR IMMEDIATE RELEASE:

Jan. 30, 2018

FOR MORE INFORMATION:

James Meier 760.773.2589 (office)
760.848.8230 (cell)
Interim Director,
Community Relations

College of the Desert Wins 2018 Bellwether Award

PALM DESERT, CA -- College of the Desert won a 2018 Bellwether Award for its innovative EDGE (Engage, Develop, Grow, Empower) Program on Tuesday, Jan. 30.

The annual Bellwether Awards are part of the Community College Futures Assembly, established in 1995 and sponsored by the Institute of Higher Education at the University of Florida. The prestigious national awards – given in three categories, with 10 finalists in each – focus on innovative programs that other colleges might consider replicating.

College of the Desert was the only college nominated in two categories, winning in the Instructional Programs & Service category.

The College's submission was "Breaking Down the Basic Skills Barrier: Creating Pathways through the Basic Skills Sequence to Support Student Success, Equity, and Completion." The entry focused on EDGE, the College's 3-week summer bridge program that offers a fast-paced review of basic skills in mathematics and English, incorporating student success strategies and exercises to ensure a smooth transition into college life.

"The Board of Trustees and I are extremely proud of this recognition of the efforts of everyone at College of the Desert," said Superintendent/President Joel L. Kinnamon, Ed.D. "We have a really great story to tell and were proud the Assembly recognized its value to our students and their success."

The College was also nominated in the Planning, Governance & Finance category and submitted "Moving Towards Excellence and Student Success: Using simple, data-driven technology tools to enhance shared governance within a culture of inquiry and a transparent integrated planning and resource allocation model."

As a 2018 Bellwether Finalist Winner, College of the Desert presented at the Community College Futures Assembly on Jan. 29 in Florida. The award winners were announced on Tuesday (Jan. 30, 2018).

--MORE--

In October, College of the Desert was named one of 150 community colleges eligible to compete for the Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among America's community colleges. The school was selected from a pool of nearly 1,000 public two-year colleges nationwide to compete for the \$1 million Aspen Prize.

About College of the Desert:

Established in 1958, College of the Desert (COD), located in Palm Desert, is an accredited community college serving eastern Riverside County, California. The College leads the region in providing quality, higher education, technical training and lifelong learning opportunities, in response to the dynamic needs of our diverse community. The College serves more than 15,000 students each year and is the number one source of transfer students to California State University, San Bernardino Palm Desert Campus. For more information, visit www.collegeofthedesert.edu.

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Enrollment Services *TIMELINE*—last updated 12/13/2017
COLLEGE OF THE DESERT--DATES FOR 2018-2019

TERM DATES Check SECT screen or WebAdvisor for all short-term classes	Summer 2018 (8-week course)	Summer 2018 (6-week course)	Fall 2018 (16-week course)	Winter 2019 (3-week course)	Spring 2019 (16-week course)
TERM BEGINS	June 11	June 11	August 27	January 3	January 28
TERM ENDS	Aug 2	July 19	December 17	January 23	May 24
Classes not in session (Holidays, Spring Vacation, etc.)	July 4		September 3 Nov 12, 22-23	January 21	Feb 15, 18 April 15-19
Refund Deadlines Short term class: 10% of class meetings	June 13	June 12	September 4	January 4	February 4
Add Deadline (most full term classes)	June 13	June 12	September 4	January 4	February 4
Drop without a "W" (day before 20% of Term)	June 18	June 13	September 9	January 5	February 10
Drop with a "W" (75% of Term)	July 19	July 9	November 16	January 17	April 26
Registration Dates	Summer 2018	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Registration Opens	May 7			November 27	
Departments should be sure to flag special programs before registration begins (SLED screen; after deadlines, departments are responsible for flagging their own students in SREP)	April 5			November 7	
All departments should have holds in place	April 17			November 13	
All sections fees set	April 26			November 15	
APPLICATION OPENS	Summer 2018		Fall 2018	Winter 2019	Spring 2019
College Students (This designates the date in which the college application will open for the specific term. The college application will be available through www.cccapply.org)	January 29th			September 5th	
Graduation	Summer 2018		Fall 2018	Winter 2019	Spring 2019
Degrees/Certificates	Feb 15 for this year Commencement June 15 for next year Commencement		October 15	N/A	February 15
FINANCIAL AID IMPORTANT DATES	TBA Financial Aid priority file completion deadline for TBA disbursement		Fall 2018 -9/2/2018 Cal Grant GPA Submission Deadline for Community Colleges -TBA Financial Aid disbursement for students who met the priority file completion deadline. -Apply for the 2019-2020 FASFSa and Dream Act App. beginning October 1 st . -TBA COD Scholarship Application opens for current COD Students Spring 2019 -March 2 nd Cal Grant Priority Processing deadline -March 2 nd COD Scholarship Application closes		

COD Spring 2018 Dual and Concurrent Enrollment

Type	Course	COD Course	Section	School	District	Instructor	Start Date	End Date	Units	Start Time	End Time	Meeting
Concurrent	AIR COND/REF/ELEC I	ACR-064	6707	AMSD	DSUSD	Benke, Daniel	1/29/2018	3/23/2018	3	1:00 PM	3:05 PM	MTWRF
Concurrent	BLDG AUTOMATION FUND	ACR-090	6705	AMSD	DSUSD	Benke, Daniel	4/2/2018	5/25/2018	3	1:00 PM	3:05 PM	MTWRF
Dual	English 002	ENG-002	6745	DHSHS	PSUSD	Debalski, Thomas	1/11/2018	6/8/2018	4	9:05 AM	10:04 AM	MTRF
Dual	History of Rock and Roll	MUS-005	6777	DHSHS	PSUSD	Bukraba, M	1/29/2018	5/25/2018	3	9:05 AM	10:04 AM	MTR
Concurrent	Air conditioning/ Refrigeration 1	ACR-060	6711	HEMT	HEMET	R. Galicia D. Benke	1/29/2018	5/25/2018	3	5:00PM	6:36PM	TWTH
Dual	ARG. WRIT. AND CRIT.	ENG-002	6741	PDHS	DSUSD	Davis, Annette	1/29/2018	5/25/2018	4	12:41 PM 12:59 PM	1:40 PM 1:49 PM	MTRF W
Dual	ARG. WRIT. AND CRIT.	ENG-002	6747	PDHS	DSUSD	Davis, Annette	1/29/2018	5/25/2018	4	7:40 AM 8:35 AM	8:35 AM 9:25 AM	MTRF W
Dual	DEVELOPMENTAL PSYCH	PSY-003	6721	PDHS	PSUSD	Elliott, Georgina	1/29/2018	5/25/2018	3	9:50 AM	10:48 AM	MTRF
Concurrent	Adobe Illustrator	DDP-001B	6725	PSHS	PSUSD	Patterson, Mike	1/29/2018	5/25/2018	3	6:45 AM	7:50 AM	MTWRF
Dual	English 001A	ENG-001A	6743	PSHS	PSUSD	Graham, Erin	1/8/2018	6/7/2018	4	8:00 AM	8:57 AM	MTRF
Dual	History 018	HIST-018	6731	PSHS	PSUSD	Bingham, Greg	1/29/2018	5/25/2018	3	11:18 AM	12:15 PM	MTRF
Concurrent	Medical Dosage	HS-067	3135	PSHS	PSUSD	Campbell, Cathy	1/29/2018	3/13/2018	1	3:15 PM	5:30 PM	W
Dual	Math 14-STATISTICAL METHODS	MATH-014	6773	PSHS	PSUSD	Goehring, Curtis	1/8/2018	6/8/2018	4	8:00 AM 9:14 AM	8:57 AM 9:40 AM	MTRF W
Dual	Fundamentals of Music	MUS-010	6723	PSHS	PSUSD	Powell, Jason	1/29/2018	5/25/2018	3	8:00 AM	8:57 AM	MTRF
Dual	Shielded Metal Arc Welding	WELD-011	6771	PSHS	PSUSD	Pratt, Rory	1/8/2018	6/8/2018	3	11:18 AM	12:15 PM	MTRF
Concurrent	Care and Prevention of Athletic Injuries	KINE-003	6765	RMHS	PSUSD	Mason, Kendra	1/29/2018	5/25/2018	3	2:10 PM	3:15 PM	MTR
Concurrent	ARG. WRIT. AND CRIT.	ENG-002	6727	SHHS	DSUSD	Brook, Tiffany	1/29/2018	5/25/2018	4	3:00 PM	5:05 PM	TR

DUAL ENROLLMENT: 201

CONCURRENT ENROLLMENT (CLASSES ABOVE + INDIVIDUAL ENROLLEES): 145

TOTAL: 346

UPDATED 2.1.18

SUMMER High School Concurrent Enrollment

The Concurrent Enrollment Program is specifically designed to accelerate the academic or vocational career of high school students. High school students can enroll in a MAXIMUM of 6 units during summer.

Admission is NOT allowed for:

- Any class that can be taken at a local high school
- PE classes
- Beginning music performance or art activity courses
- Recreation or hobbies
- Remedial work (Any classes in any discipline that are not college level and cannot be applied to an associate degree or higher are disallowed).

Steps for Concurrent Enrollment

1. Student must be enrolled in high school (eligible summer students are currently in grades 9-11).
2. Minimum 3.0 high school cumulative grade point average (GPA).
 - a. If cumulative gpa is below 3.0, you must include a strong letter of recommendation from a counselor, principal, or teacher.
 - b. Vocational classes (e.g. Auto) require permission of COD instructor instead of recommendation letter.
3. Review the class schedule with your high school counselor and choose a course.
4. Complete  [HS Concurrent Enrollment Application](#):
5. Obtain your high school counselor's signature.
6. Obtain your high school principal's signature.
7. Get your parent's approval for attending a college class and have them sign the application.
8. Go to  [Getting Started](#). Follow instructions to apply online.
9. Take the COD Assessment test. You must adhere to any prerequisite requirements.
 - a. The assessment test is not required for courses that do not have a prerequisite (e.g. Auto)
10.  [Activate student email account](#).
11. Submit the High School Concurrent Enrollment Application with:
 - Picture I.D.
 - All required signatures (student, parent, counselor, and principal)
 - Official high school transcripts in a sealed envelope (or emailed by counselor)
 - Copy of Assessment Test scores (if requesting a course with prerequisites)
 - Personal statement written by the student (see HS Concurrent Enrollment Application).
 - Letter of recommendation if cumulative GPA is less than 3.00
 - Copy of parent's Home School Affidavit required for home schooled students

Deadlines:

High School concurrent enrollment students are not eligible to participate in priority registration. Students are registered during "Open Enrollment."

The deadlines are set to allow students to complete the application process prior to open enrollment. COD classes fill quickly. Students are encouraged to start the process as soon as possible because of limited space available for assessment testing and **availability of high school officials for signatures**. Students should list courses in rank order.

PARENTS:

College of the Desert accepts no responsibility for any extraordinary supervision of student less than 18 years of age. Your son/daughter will be exposed to a diverse population in educational programs designed for the adult learner which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the application acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus. Coursework taken at College of the Desert by concurrently enrolled high school students will be placed on a COD transcript and become part of the student's permanent record.

College of the Desert (COD) will consider students in high school only for concurrent enrollment as part-time Special Admit Students. Such admissions must be with the recommendation of the counselor and principal of the high school in which the student is enrolled. (CA Ed Code 48800-48002 & 76000-76002).

<http://www.collegeofthedesert.edu/students/ar/Pages/highschool.aspx>

PRINCIPALS:

For any particular grade level, a principal shall not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately before the time of recommendation. (CA Ed Code 48800)



How to Order Your COD Transcripts



College of the Desert has partnered with Credentials, Inc. to accept College transcript orders via the internet through a secured site. **TranscriptPlus®** will facilitate your request 24 hours a day, 365 days a year.

Transcript request options:

1. Regular Service: \$7.00 each; transcripts will be mailed within 10-15 working days
2. Rush Service: \$15.00 each; transcripts will be mailed within 3-5 working days

Mailing options:

1. Regular mail service through USPS is included with your transcript order
2. FEDERAL EXPRESS overnight mail is available for an additional \$20.00

NOTE: FedEx option should be chosen only with Rush Service request; processing time is not affected by mailing option.

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Benefits of TranscriptPlus®

- Allows you to submit your request 24 hours per day, 365 days per week.
- Provides email communication about your order progress.
- Provides operator assistance from 7am (CST) to 7pm (CST) Monday--Thursday and 7am (CST) to 5pm (CST) on Friday by calling 800-646-1858. (FOR TRANSCRIPT ORDERS ONLY).

Transcript Policies

- Transcript orders will NOT be processed until all outstanding debts and/or holds are cleared.
- If you need a transcript sent after a Grade Change is made, please confirm the grade in WebAdvisor before ordering your transcript.
- Picture ID is required to pick up transcripts in person.

NOTE: Transcripts held for student pick-up will be held for a maximum of 30 days. If they are not picked up within this time frame, they will be destroyed and you will not be refunded. A new order and fee will be required.

- The first two transcripts (lifetime) a student can request are FREE. However, FREE requests are not available through TranscriptPlus®. **FREE orders must be done in person at the Admissions & Records counter as a 21-business day request.** These orders take **significantly longer** to process and will be mailed within **four to five (4-5) weeks.**