



Policy Name:	Transcript of Grades
Effective Date:	Current
Last Revision Date:	3-23-23
Last Review Date:	3-23-23
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

**Purpose**

Student requests for copies of their permanent grade record may be made in writing, through CatPAWS, on the online request form, or through the National Student Clearinghouse. Normally, a transcript can be issued upon 24 hours' notice; however, at the end of a term, at least two weeks' notice should be allowed for grade recording and processing.

**Policy**

**Currently Enrolled Students**

1. Official printed transcripts can be requested online through the Secure Area of CatPAWS. A Northwest login is required. Contact [helpdesk@nwmissouri.edu](mailto:helpdesk@nwmissouri.edu) for login assistance.
2. Transcript requests may be made in person at the Office of the Registrar, AD Building Room 207 during the normal hours of operation (8 a.m. – 5 p.m.). Payment must be made at the time of the request. A valid photo ID must be presented at the time of the request.
3. Electronic transcripts can be requested through the National Student Clearinghouse website—[getmytranscript.com](http://getmytranscript.com).
4. Unofficial Transcripts are available through CatPAWS.

**Alumni/Former Students**

1. Printed and Electronic transcripts can be requested through the National Student Clearinghouse at [getmytranscript.com](http://getmytranscript.com).
2. Download a transcript request form and mail it in with cash, check or money order. The form can be found on the Registrar’s website under transcripts.
3. Transcript requests may be made in person at the Office of the Registrar, AD Building Room 207 during the normal hours of operation (8 a.m. – 5 p.m.). Payment must be made at the time of the request. A valid photo ID must be presented at the time of the request.

**Students who Attended Prior to 1988**

Submit an electronic request through our secure payment site-[www.nwmissouri.edu/registrar/eTranscript.htm](http://www.nwmissouri.edu/registrar/eTranscript.htm).

**Tarkio College Students and Northwest Missouri Community College/Platt College Students**

Submit an electronic request through our secure payment site -[www.nwmissouri.edu/registrar/eTranscript.htm](http://www.nwmissouri.edu/registrar/eTranscript.htm).

## **Procedure**

### **Currently Enrolled Students**

To access the CatPAWS Online Request:

- 1) Log into CatPAWS
- 2) Click on Student Tab
- 3) Select Student Records
- 4) Select Transcript Request System

Attachments to the transcript can be emailed to [registrar@nwmissouri.edu](mailto:registrar@nwmissouri.edu) prior to submitting your transcript request.

Electronic transcript requests may requested at [getmytranscript.com](http://getmytranscript.com) using a major credit card. Order updates will be emailed or sent via text message. Tracking of the order online can be completed using your email address and order number. You will be notified by the National Student Clearinghouse if there is a hold on the account preventing delivery of the electronic transcript. Credit cards will not be charged until the hold is cleared and the transcript is sent. The student must notify the Registrar's Office ([registrar@nwmissouri.edu](mailto:registrar@nwmissouri.edu)) if the hold is cleared. The order is cancelled after 30 days if the hold is not cleared.

### **Unofficial Transcripts**

Currently enrolled students may access an unofficial transcript through CatPAWS under the Student tab/Student Records/Academic Transcript/All Levels/Web.