

## TRANSCRIPT and DUAL CREDIT TO-DO LIST AFTER GRADUATION

As your senior year comes to an end, you will want to make sure that you get your final records and dual credit transcripts sent to the college of your choice.

### ***How do I get my final high school transcript sent to my chosen University?***

Once you have selected the college of your choice, you will need to send your final official high school transcript. A final transcript can be ordered through [www.parchment.com](http://www.parchment.com). This can be requested before graduation if you use the “Hold for Grades” option or you can wait until final semester grades are posted and submit a request.

### ***How do I know what dual credit classes I took in high school?***

Many students have earned dual credit during high school. Colleges will ask you to report which classes you have earned dual credit before you register for your college courses. It is important that you keep track of any dual credits that you earned while in high school. We encourage you to keep a list of the courses you took and which University the credit was earned through so you are prepared when it is time to transfer your credits. For the past several years we have partnered with USI, OCU, and Ivy Tech. For specific lists of which courses are offered at each, please visit the dual credit link on the GS guidance website for more information.

### ***How do I transfer my dual credits?***

A student who enrolls anywhere other than where their dual credit was earned should request a transcript be sent to the college they plan to attend. The request should be made after graduation to ensure your final semester grades are included. Please call the registrar or follow the links to request/order your transcripts from Ivy Tech, OCU, and USI :

USI: <http://www.usi.edu/registrar/transcripts>

Ivy Tech: <https://www.ivytech.edu/dual-credit/11377.html>

OCU: <http://www.oak.edu/academics/dual-credit.php>

### ***Do you know how my credits will transfer?***

A student wanting to transfer credit to another college or University should always check with the registrar or an admissions counselor to learn more about how the credit may be counted. Public schools in Indiana have a Common Transfer Library which may help you get a better idea of how courses transfer in the state. There is also a link on this site to learn more about how dual credit may transfer to private colleges. Visit [www.transferin.net](http://www.transferin.net) to learn more.