

ORDERING TRANSCRIPTS IN NURSING CAS

**STUDENTS: DO NOT SEND TRANSCRIPTS TO NORTH PARK UNIVERSITY!
WE ONLY ACCEPT TRANSCRIPTS THAT ARE SENT TO NURSING CAS.**

Follow these instructions to order your transcripts and have them sent to Nursing CAS:

1. From your Nursing CAS dashboard, click on Academic History (figure 1)
2. Click on Colleges Attended. Once you enter a college, you will see “Order” (figure 2)
3. Click on “Order” and follow instructions to order electronic transcripts (figure 3) or to order a mailed paper transcript (figure 4).

Electronic transcripts are preferred!

Figure 1

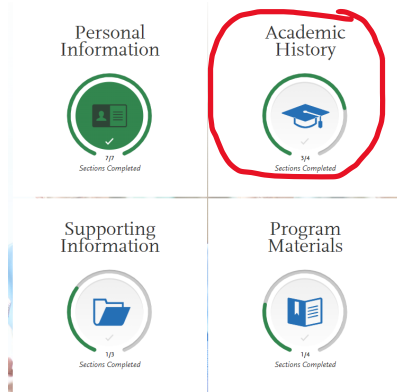


Figure 2

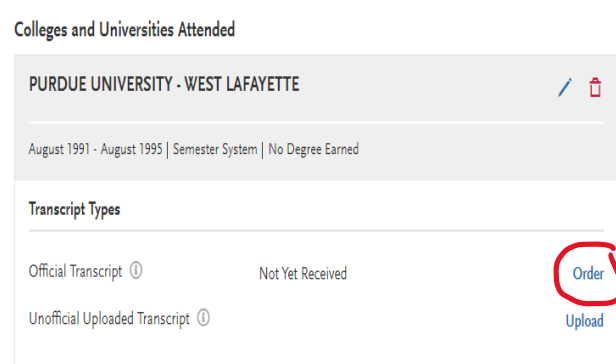


Figure 3

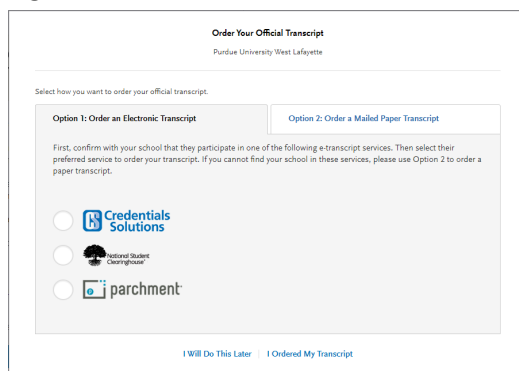


Figure 4

