

College Transcripts Info

If you have earned college hours through a university that you are not going to be attending after graduation then you will have to transfer those hours to the college you are enrolling in. (ex. I am going to UK and I have hours at WKU from dual credit.)

If you are enrolling where all of your hours are then there is no need to request a transcript (ex. All hours are at WKU and I am attending WKU).

Transcripts can be ordered online and there is a small fee charged. Wait until all dual credit classes are finished if you can before transferring them to save you money on transcript requests.

You can order a transcript through the webpages of WKU, SKY and Murray where we have dual credit. Go to their webpages and search official transcript request to get to the link to place an order.

Remember colleges will not give you college credit for courses on your high school transcript. It must come from the official transcript from the college where you earned your credit. Check your unofficial transcripts to be sure all expected credits are listed. (See instructions below for WKU- others are similar).

AP scores must be sent to the college through your College Board account as well. You can send to one college for free when you register each year for your AP exams however there is a fee to send to multiple colleges. Send to the college you plan on attending.

How to check your WKU Transcript

1. Go to www.wku.edu
2. From the top, choose Quick Links, then Topnet
3. Enter your 800 student number or click forgot to prompt its retrieval
4. Then choose Student Services
5. Then Records
6. Then Unofficial Transcript
7. Verify all AP credits for exams passed. If they do not show on your transcript, go to your account on College Board (www.collegeboard.org) and pay \$15 online to get them sent to college of your choice. You should always have College Board send AP scores to WKU so it is with your dual credit hours to make transferring credits easier if you go to another college.
8. Verify all dual credit hours then notify your counselor if something is not as expected.
9. If you are planning to attend another university other than WKU, complete the transcript request online. High school transcripts are not acceptable for college credit transfers at the university level.