

Requesting Official Transcripts for State Board of Nursing

For your State Board application it is required that they are in receipt of an official transcript which reflects the posting of your BSN degree.

You will have to routinely monitor your transcript through your WyoWeb account for posting not only of your final semester grades but for the posting of your BSN degree.

Instructors typically have until the later part of the week following finals week/graduation (*e.g. Thursday at noon*) to post their grades in the system.

The Registrar's Office will begin monitoring students who have identified that semester (*e.g. spring 2016*) as their anticipated date of graduation for successful completion of degree requirements starting the Monday following the grade submission deadline. As information is available and verified, degrees will be posted on individual student records. You can monitor your transcript for this posting. Please note that this process could take a couple of weeks or so; please be patient and keep checking your records. Our Degree Analyst will be posting degrees as quickly as possible; we are all aware of the need to get your transcripts out in order to be eligible for your NCLEX testing.

What to Watch For on your WyoWeb Transcript...

At the top of your transcript you will find a 'DEGREES AWARDED' section located below the 'STUDENT INFORMATION' section. Once your degree has been awarded and posted, it should reflect along the lines of what is noted in example below...

Awarded: BS in Nursing **Degree Date:** May 14, 2016

Once you have found that your degree has been posted on your transcript...**THEN** you can submit your request for an official transcript for your State Board of Nursing application. Don't jump the gun and request your transcript prior to the posting of your degree; otherwise, you will have to request another transcript and thus delay being issued your authorization to test for the NCLEX.

To Request your Transcript...

- Click on 'Students' tab in your WyoWeb account
- Click on 'Student Records'
- Click on the 'Transcripts' box
- Click on **[Request Official Transcript]**
- You will be prompted to select either 'One of Your Addresses' or 'Issue To'
 - You want to go with 'Issue To' and enter the name of the state board for which seeking your RN licensure through; click 'Continue'
- Identify the 'Transcript Type' (drop down box with choices)
 - If you happen to be going through a State Board of Nursing that requires your transcript to be submitted with your application, then you will want to select one of the following choices:
 1. Sealed-Mail (Seal on envelope)

2. Sealed-Pick up (Seal on envel)

- These choices will have the transcript going to you or being picked up by you with it inside a sealed envelope within another envelope.
- **The inside sealed envelope should not be opened by you as then the transcript would no longer be considered official.**
- If you happen to be going through a State Board of Nursing that requires your transcript to be submitted SEPARATELY from your application, then you will want to select 'Standard Mail'.
- Enter all requested information (address for state board, etc.) within the remaining fields on this page; click 'Continue'
- You will be asked for 'Number of Copies' (automatically set to 1); Official Copy should already be checked 'Yes'; click 'Continue'
- Verify information and if correct click 'Submit Request' button

Tracking your Transcript Request...

You can also track your request to see when mailed out. Instead of clicking on [Request Official Transcript] you can click on **[Transcript Request Status]**. Follow steps from there to see the status of your request.