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 for on campus courses; whereas the Outreach School has a later deadline (potentially up to a couple weeks later than on campus grades) for instructors to have their grades posted by for outreach/online courses.

The Registrar’s Office will begin monitoring students who have identified that semester (e.g. spring 2011) as their anticipated date of graduation for successful completion of degree requirements starting the Monday following the on campus 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 07, 2011

Once you have found that your degree has been posted on your transcript…THEN you can submit your request for an official transcript to be mailed to the State Board of Nursing for the state in which you are seeking your initial RN licensure through. Don’t jump the gun and request your transcript prior to the posting of your degree; otherwise, you will have to request another transcript to be sent and thus delay being issued your authorization to test for the NCLEX.

To Request your Transcript…

- Click on ‘Student Resources’ tab in your WyoWeb account
- Locate ‘Academic Profile’ channel (top right corner of screen)
  - Click on ‘Transcript’ link
- Instead of generating the transcript; click on [Request Official Transcript] located at bottom of screen
- 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)
  - ‘Standard Mail’ should be sufficient (no cost for this request)
  - If wanting a quicker mailing you could choose ‘Express Delivery’ (cost of $15 associated with this request)
  - 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 envelope)
       - 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.**
  - 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.