

Procedure for transcripts:

1. Scan the transcript, save a copy for your departmental records, and place a copy on the T: drive in the appropriate folder within the Transcripts folder.
2. Add it to the transcript log in the Transcripts folder on the T: drive.
3. Complete the “transcript cover-revised” in the Transcripts folder on the T: drive.
4. Deliver original transcript and envelope to the Provost’s office.
You do NOT need to send the physical transcript to the dean’s office any more; scan and store on the T.