

## **COLLEGE CREDIT PLUS STUDENTS --- REQUESTING COLLEGE TRANSCRIPTS**

**Did you take College Credit Plus (CCP) courses during high school (either at the college OR at the high school)?  
Do you plan on attending a college/university after high school?**

If you were a College Credit Plus student at ANY point during your high school career—you will need to request a transcript from each college/university that you completed CCP courses with to be sent to the college/university you are enrolling with after high school. Your high school transcript only shows that you earned HIGH SCHOOL CREDIT for the CCP course. It is your college transcript that proves that you earned COLLEGE CREDIT for the CCP course.

Each college/university has their own process for requesting a transcript. The instructions below are meant to serve to help you throughout the process. Please know that your FHS School Counselor cannot request a transcript from the college/university on your behalf, and these procedures are subject to changes made by the college/university.

### **Rhodes State College**

1. Go to [www.rhodesstate.edu](http://www.rhodesstate.edu)
2. Select MyRhodes
3. Select Students – Enter Portal
4. Select Transcript Request • Scroll down and look for Transcript Request Form and select click here. • You will be taken to a fillable PDF Official Transcript Request form. • Complete the Form and save it.
5. Email the completed form to the Business Office at <mailto:mcashier@rhodesstate.edu>
6. Once you have emailed the Business Office your Official Transcript Request form, please call them at 419-995-8473. You will be required to pay a standard service fee of \$5 via credit/debit card in order to process your request.
7. Please allow up to 2 weeks for receiving institution to process.

### **Owens Community College**

Owens Community College requires a student to request their transcript via their Ozone account. Once logged into your Ozone account, click on the “Academic Info” tab. In the “My Student Record” section, select “Request Official Transcript.”

Please allow 3-5 business days for a transcript to be sent. You may order a transcript at no cost. However, if you have a Financial Hold on your account- your request will not be processed. If you do not have access to your Ozone account, you can click on “Reset my Password” at the bottom of the Ozone log-in page, or contact the Help Desk at 567-661-7120.

### **University of Findlay**

To order a transcript from the University of Findlay, navigate to: <https://www.findlay.edu/offices/academic/registrar/transcripts>.

There is a \$6 charge for each requested transcript.

You will need either your Social Security Number or your University of Findlay ID Number. If you are unsure of your University of Findlay ID number, contact Rebecca Hillman at [hillman@findlay.edu](mailto:hillman@findlay.edu) to request your number be sent to you.

### **Bowling Green State University**

To order a transcript from BGSU, navigate to: <https://www.bgsu.edu/registration-records/records-services/ordering-official-transcripts.html>. If you are ordering a transcript while you are still a BGSU student, select “if you are a current student...” If you are requesting a transcript after graduation, select “if you are an alumni, a former student...”

Their website walks you through different methods of ordering your transcript, and it also includes a “Frequently Asked Questions” section to troubleshoot any issues you may encounter.