

REQUESTING TRANSCRIPT(S) FOR PHORCAS RESIDENCIES

OFFICE OF THE REGISTRAR/STUDENT SERVICES



As students prepare to request transcripts from the Registrar/Student Services Office to be mailed to PhORCAS for upcoming residencies, we ask that these be submitted to our office in a timely manner for processing.

FYI's

The university will be closed from December 19, 2016 – December 30, 2016.

Only transcript requests received by 12:00pm, Tuesday, December 13, 2016 will be guaranteed processing before we close for break.

Due to this extended period, it is **strongly recommended** for students to request 1-2 additional official transcripts as there will be a delay in processing the first week we are back in the office in January (in case you are in need of sending transcripts directly to a residency program).

A suggestion from Pharmacy Experiential Programs: *Since the Registrar's Office contacts us for your clinical rotation information to process your transcript, please make sure you have submitted all of your "student" forms in Apollo. We will not be able to give you credit for a completed rotation unless all forms (both preceptor and student) have been submitted. It's worth double checking your account to see what may be overdue before submitting the transcript request, or it will hold up the processing of your request.*

PhORCAS TRANSCRIPT REQUEST FORM (not created by Roseman)

Please note that there is a **PhORCAS Transcript Request Form that will need to be accessed by logging into your PhORCAS account.** Be sure to print and submit that form along with your Roseman Transcript Request Form, as that form has a barcode that PhORCAS will use to upload your transcripts to the correct account upon arrival to them. **Note: The PhORCAS address is on this form.**

OFFICIAL VERSUS UNOFFICIAL ROSEMAN TRANSCRIPTS

- **Official transcripts are \$5 each**, printed on security paper with explanation of grading process on the back and bear signature of the Registrar.
- Unofficial transcripts are free of charge, printed on plain paper and do not bear the signature of the Registrar (*same processing time as official*).
- Either form of transcript will list all completed courses from P1, P2 and P3 years completed. **To prevent delays in processing the P3 year, we will list rotations through block 3.4 only.** If students request for transcripts to be processed showing later rotations, **they will be processed after January 1st.**
- **Neither transcripts nor any other form of correspondence from our office will include GPA, class ranking, or standing.**

ROSEMAN TRANSCRIPT REQUEST FORM – Location and Instructions

- Please find the [Transcript Request Form](#) on our website.
 - The form is interactive to allow for all of the student information to be typed in and then printed out for hand-signature and date.
 - The form must be filled out completely as incomplete forms will delay processing. Make sure to include your Roseman University email and student ID numbers (no social security numbers).
 - If you are an MBA student as well, please choose PHARMD/MBA on the form so we can include your MBA courses taken to-date.
 - Check "Residency" on the form so our office will know to include Dr. Stolte's letter explaining the grading system.
 - **Forms will not be processed without a hand signature and payment (payment link on the form).**
 - **If the student has any holds we will be unable to process the request until the hold is cleared.**
 - You must also complete a [Contact Update Form](#) if your address is outdated with the Registrar's Office. **We will not process transcript requests if address information is outdated.**
 - Forms can also be found in the Student Copy Rooms or at the Registrar's Office on campus.

PAYMENT AND SUBMISSION OPTIONS

Fax: (702) 968-1643

Email: registrar@roseman.edu

- **IN PERSON:** Take completed transcript request forms to the Bursar's Office to make payment in the form of cash, check, money order. Debit/credit card payments are now made online at: <https://roseman.diamondmindinc.com/> - (*Processing fee will apply if not an e-check*); then take to Registrar/Student Services Office.
- **BY FAX:** Fax completed transcript request form and payment confirmation (if paid online) to: (702) 968-1643
- **BY EMAIL:** Email Transcript Request Forms (hand signed/dated) and payment confirmation (if requesting official transcript(s) and payment made online) - to registrar@roseman.edu
- **BY POSTAL MAIL:** Transcript Request Forms mailed to the following respective campus address with payment (if payment not made online):

HENDERSON CAMPUS:	Roseman University of Health Sciences Office of the Registrar/Student Services Attn: Transcript Request 11 Sunset Way Henderson, NV 89014	SOUTH JORDAN CAMPUS:	Roseman University of Health Sciences Office of the Registrar/Student Services Attn: Transcript Request 10920 S. Riverfront Parkway South Jordan, UT 84095
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PROCESSING

Normal processing is 5 - 7 business days from the submission date OR the day the grade is posted. Processing times may be longer during peak periods (although we understand the urgency in processing in a timely manner).

We do **not** provide expedited processing.

- An email confirmation will be sent to your student email account when the request has been processed.
- Copies of transcripts from previous institutions must be requested from that institution