

ROSEMAN UNIVERSITY OF HEALTH SCIENCES REQUESTING TRANSCRIPT(S) FOR PHARMACY RESIDENCIES

OFFICE OF THE REGISTRAR/STUDENT SERVICES

FYI's

The university will be closed from December 24, 2018 – January 4, 2019.

Transcript requests received by 12:00pm, Tuesday, December 18, 2018 will be processed prior to 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 (peak period) the first week we are back in the office in January.

PhORCAS TRANSCRIPT REQUEST FORM

PhORCAS Transcript Request Form may be accessed by logging into your PhORCAS account.

This form MUST accompany the Roseman Transcript Request Form, as that form has a barcode that PhORCAS will use to upload the student's transcripts to the correct account upon arrival.

Note: The PhORCAS address on the form is the address student's place on the Transcript Request form recipient area.

ROSEMAN TRANSCRIPT REQUEST FORM

The Roseman Transcript Request Form may be accessed/completed via Net Community portal.

The form must be filled out completely as incomplete forms will delay processing. Make sure to include the Roseman University email and student ID numbers (no social security numbers). Payments for official transcripts are made via Net Community portal.

If also a MBA student, please choose PHARMD/MBA on the form so all MBA courses taken to-date are included.

Check "Residency" on the form so our office will know to include Dr. Fannin's letter explaining the grading system.

If the student has holds, we will be unable to process the request until the hold(s) is/are cleared.

Students must also complete a Contact Update Form (also accessible via Net Community portal) if the address on form is outdated. Transcripts will not be processed **if address information on the Transcript Request Form is outdated.**

PROCESSING (All transcripts are processed from the Henderson campus.)

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 (week after Christmas Break).

Expedited requests will not be honored.

An email confirmation will be sent to Roseman student email account when the request has been processed.

Any documentation provided during admission (i.e. transcripts from previous institutions) are not provided by Roseman.