Lance,

Thanks for taking Concordia Dual Credit!

Your Mom left a message asking about transcript information for you and your brother. I’m hoping this email reaches you. Here is information on requesting transcripts:

Dual Credit students may request a CUNE transcript be sent to a college or university by clicking here: [http://transcripts.cune.edu](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftranscripts.cune.edu%2F&data=05%7C02%7CBeth.Pester%40cune.edu%7C54bc190120a44c8a16eb08dc9ab010f0%7Ccb4b3b9725f745a6b0f1dd7966185097%7C0%7C0%7C638555328241057993%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=me53KpOoFWeT%2BXx%2FmYEccrkQFs4Epx1G6eMUDFjNNJE%3D&reserved=0)

(Parents may not request transcripts, it must be the student who is requesting his/her own transcript.)

·       Click on the link to create a new account under "Concordia University Nebraska students and alumni."

·       Enter your email and continue to the next page.

·       Enter all required fields and create an account, and continue. In the box that says ‘Highest Level of Education’ enter ‘Currently Enrolled in College.’

(Save this information somewhere for the future!)

**Please use a personal email address that you check regularly now and will have access to in the future.**

·       When asked for a Student ID, you can either enter your Social Security Number or your CUNE ID number**. You received an email in April of your senior year with your Student ID, if you do not have it, you may email** [**dualcredit@cune.edu**](mailto:dualcredit@cune.edu) **to request your ID number. You (the student) must make the request.**

Some additional information to note:

·         Transcripts typically need to be sent directly to an institution's registrar's office or office of student advising in order to be considered official. You can also choose to have a transcript sent to yourself for your own records--this is considered an unofficial transcript and will not usually be accepted as an official record by an institution if you attempt to send it from your own email address.

·         The cost is $10.00.

If you have troubles, there is a phone number on the transcript webpage that reaches the Registrar’s Office directly. They will be helpful if you hit any glitches!

Thanks again for taking CU-DC!

~Dr. P.

***Dr. Beth E. Pester***

*Director of Dual Credit and School Partnerships*

*Concordia University, Seward, Nebraska*

[*https://www.cune.edu/dualcredit*](https://www.cune.edu/dualcredit)

***Greetings from Concordia University, Nebraska where God's grace pours forth abundantly, never in vain. 1 Corinthians 15:10***