

DUAL CREDIT

**HIGH SCHOOL
TRANSITION
[HST] GUIDE**

ADVISORS

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STUDENT GUIDE

This guide delivers vital information to high school students and families regarding the High School Transition (HST) program. You can use this guide to learn how to search for classes, apply, schedule an advising appointment, and register.

You'll also find important details about the rules of the HST program here, including student responsibilities, tuition and fees, and enrolling in classes.

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PROGRAM CONTACTS

Your primary point of contact is your HST advisor. The advisor for Klamath Falls students is Mary-Jane Owen. Gale Bloom is the advisor for students on the Portland-Metro campus.



Mary-Jane Owen

Klamath Falls

Associate Director

*Educational Partnerships
& Outreach*

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**Schedule an appointment
with Mary-Jane**



SCAN ME



Gale Bloom

Portland-Metro

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**Schedule an appointment
with Gale**



SCAN ME



Carleen Drago

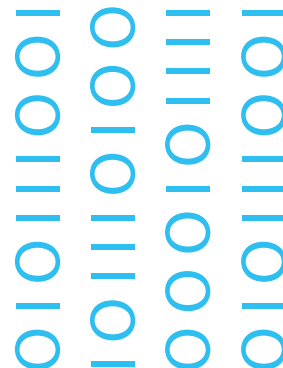
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WHY TAKE HST CLASSES?

Some students choose to study with us to get a head start in college by completing general education classes. Others want to pursue their interests in the hands-on degree fields that Oregon Tech offers. Whatever your reasons for studying with us, you'll be able to save money by taking advantage of discounted tuition and may even save yourself time by getting a head start on your degree.

TUITION & FEES

HST students can take up to nine credits per term at a discounted tuition rate of \$25 per credit. Students who are eligible for free/reduced lunch at their high school are eligible to receive a tuition waiver. Eligible students must indicate their free/reduced lunch status on the HST application or complete a [Grant Waiver](#) request.

Please keep in mind, due to the discounted tuition there are no refunds for HST courses. **Online classes incur a full tuition fee as we are unable to extend the HST tuition discount to them.**



HST PROGRAM POLICIES

Credit Limit

- Students are limited to registering for 9 credits on campus in the high school transition program.

Term Limit

- Students may be enrolled in HST classes for up to 9 terms total.

Online Classes

- The HST student discount cannot be extended to online classes. Students must receive departmental approval to be registered for an online class.

Tuition Refunds

- Due to the discounted tuition rate, HST students are not eligible to receive a refund if they drop or withdraw from a class.

Advising

- Students must attend an advising appointment prior to registering for dual credit classes.

Textbooks and Fees

- Students are responsible for the cost of any textbooks or fees associated with their classes.

STUDENT RIGHTS & RESPONSIBILITIES

HST students retain the rights and responsibilities held by all Oregon Tech students. Those [**rights and responsibilities**](#) can be viewed on our website.

2025-2026 HST ACADEMIC CALENDAR

FALL 2025

HST Registration Opens	May 15, 2025
Classes Begin	Oct. 1, 2025
Last day to change registration online or register for an HST class	Oct. 7, 2025
Tuition and Fees due	Oct. 14, 2025
Last day to drop a class without a "W"	Oct. 14, 2025
Veterans Day Observed	Nov. 11, 2025
Last day to withdraw from an individual course	Nov. 21, 2025
Winter registration opens	Nov. 23, 2025
Thanksgiving Holiday	Nov. 25-28, 2025
Last day to completely withdraw	Dec. 14, 2025
Final Exams Week	Dec. 15-18, 2025
Fall Term ends	Dec. 19, 2025



WINTER 2026

HST Registration Opens	Nov. 21, 2025
Classes Begin	Jan. 5, 2026
Last day to change registration online or register for an HST class	Jan. 9, 2026
Tuition and Fees due	Jan. 18, 2026
Last day to drop a class without a "W"	Jan. 18, 2026
Martin Luther King. Jr. Holiday	Jan. 19, 2026
Last day to withdraw from an individual course	Feb. 22, 2026
Spring Registration opens	Feb. 26, 2026
Last day to completely withdraw	Mar. 15, 2026
Final Exams Week	Mar. 16-20, 2026
Winter Term ends	Mar. 20, 2026



SPRING 2026

HST Registration Opens	Feb. 26, 2026
Classes Begin	Mar. 30, 2026
Last day to change registration online or register for an HST class	Apr. 3, 2026
Tuition and Fees due	Apr. 12, 2026
Last day to drop a class without a "W"	Apr. 12, 2026
Last day to withdraw from an individual course	May 17, 2026
Memorial Day Holiday	May 25, 2026
Last day to completely withdraw	June 7, 2026
Final Exams Week	June 8-12, 2026
Spring Term ends	June 12, 2026



FINDING HIGH SCHOOL TRANSITION CLASSES

You can find dual credit classes by:

- Using the [course search tool](#).
- Browsing a short list of available courses at oit.edu/hst and clicking on the campus you'd like to attend.
- Scheduling an advising appointment with your HST advisor. We will listen to your academic goals and help identify classes that will help you on your pathway.

FINDING TEXTBOOKS

Students can order textbooks through [Oregon Tech's online bookstore](#). You will enter the term that you are attending and the Course ID number of the class. See the screenshot below

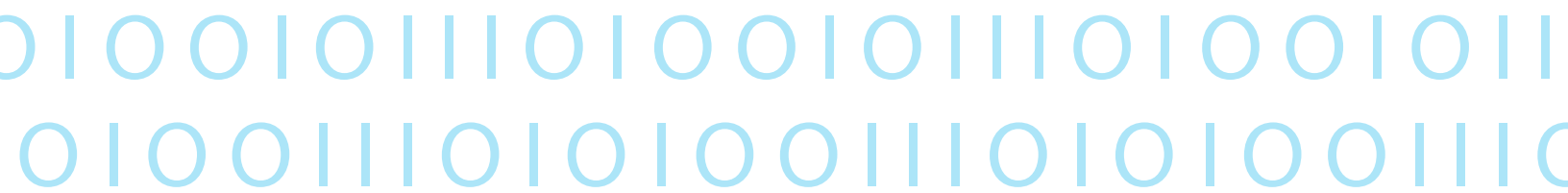
Getting Started

We've made it really easy to get your course materials. Let's get started.

▼ Your Term	➤ Oregon Institute of Technology	🔍 Your Course ID	⊕
▼ Your Term	▼ Site	🔍 Your Course ID	⊕

PARKING

HST students parking on campus will need to purchase a parking permit. The cost for HST students to park on campus is **\$13/term** or **\$39/year**. The permits are virtual and can be purchased online via Oregon Tech's [Parking Services](#) page.



DROPPING OR WITHDRAWING FROM A COURSE

We encourage HST students to always schedule check-ins with their advisor prior to both the drop and withdraw deadline to discuss any questions or concerns. Students **must** meet with their advisor in order to complete a drop or withdrawal.

There is no penalty for dropping a course within the first two weeks of a term **except that tuition for that course is non-refundable.**

Students who wish to withdraw from a class after the drop deadline must meet with their advisor to do so.

HST APPLICATION INSTRUCTIONS

Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

Before you begin the application, you will need to have a valid email address. Knowing some basic parent information is important too. Parent/Guardian information you will need to know includes:

1. Parent/Guardian email
2. Parent/Guardian phone number
3. Student's Social Security Number - not required, but highly encouraged to report. Entering SSN allows our system to not enter duplicate accounts and assists with accurate tax reporting.

Detailed PowerPoint presentation with all steps/instructions is available at: oit.edu/dc-enroll

1. Go to oit.edu/dc-enroll to start the application and select **CLICK HERE TO APPLY**.

The screenshot shows the 'Oregon TECH DUAL CREDIT' header with the Oregon Institute of Technology logo. Below the header, the main heading is 'Step 1: Applying for Dual Credit Admission'. To the left of this heading are two numbered instructions: '1. Go to www.oit.edu/dc-enroll.' and '2. Select "APPLY NOW".'. To the right of these instructions is a smaller screenshot of the application interface. This smaller screenshot shows three buttons: 'DUAL CREDIT APPLICATION INSTRUCTIONS', 'APPLY NOW' (which is circled in red), and 'INSTRUCCIONES DE APLICACIÓN'. Above the buttons, there is a small text box titled 'Step 1: Apply -' with a paragraph of text. At the bottom of the main screenshot, the text 'Oregon's Polytechnic University' is visible.

HST APPLICATION INSTRUCTIONS CONT.

2. Enter Biological Information (Name, Date of Birth).

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 2: Enter Biographical Information

1. Fill in all required fields (name and birth date).

- Please enter your legal first name.
We will call you by the name you enter into the "Preferred First Name" field.

About You

Legal First Name (Required)

Middle Name

Legal Last Name (Required)

Do you have a preferred First Name that is different than your legal name that you would like to use?
☒ Yes
☐ No

Preferred First Name (if different from Legal First Name)

Birthdate (Required)

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3. Enter Identity Information.

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Oregon Institute of Technology

DUAL CREDIT

Step 3: Enter Identity Information

1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions.

- PLEASE NOTE: Only the "legal sex" question is required. Sexual identity, gender identity, and racial/ethnic background questions will not be used in a discriminatory manner and are entirely optional.

Legal Sex (Required)

This field is required for federal reporting purposes (not education).

The following identity-related questions are optional and the information you provide will NOT be used in a discriminatory manner. The State of Oregon requires us to ask the following questions, but you are not required to answer them. More information related to the state law can be found [here](#).

Although the categories listed below may not represent your full identity or use the language you prefer, for the purpose of this application, please select your sexual and gender identity.

Sexual Identity

Gender Identity

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HST APPLICATION INSTRUCTIONS CONT.

4. Enter Contact Information.

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Oregon Institute of Technology

DUAL CREDIT

Step 4: Enter Contact Information

- We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.
 - Double check to make sure you type your email address correctly.
 - We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.
- Enter your emailing address.

Student Information

Email Address (Required)

Mobile Phone Number

Cell Phone Number

By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply.

Mailing Address (Required)

Country

State

City

Zip

Street Name

Street Code

Are you currently live at the above address?

Yes No

Oregon's Polytechnic University

5. Enter Parent/Guardian & Emergency Contact Information.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 5: Parent/Guardian & Emergency Contact Info.

- Enter your parent/guardian contact information.
 - Provide parent/guardian email – if you do not have this information, please provide your valid email address.
- Enter the name and contact information for an emergency contact.

Parent/Guardian Information

Parent/Guardian Contact Name (Required)

Parent/Guardian Contact Email (Required)

Parent/Guardian Contact Phone (Required)

Emergency Contact Name (Required)

Emergency Contact Email (Required)

Emergency Contact Phone (Required)

Emergency Contact Address (Required)

Emergency Contact City (Required)

Emergency Contact State (Required)

Emergency Contact Zip (Required)

Emergency Contact Street Name (Required)

Emergency Contact Street Code (Required)

Are you currently live at the above address?

Yes No

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HST APPLICATION INSTRUCTIONS CONT.

6. Enter High School Information.

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DUAL CREDIT

Step 6: Enter High School Information

1. Enter your **Secure School ID (SSID)**. Your teacher can help you if you don't know it. This field is required for Willamette Promise students. Optional for all others.
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Enter **June 1** of your graduation year
4. Enter your GPA. Please note that this field is optional.
5. Select **"courses at my high school"** if you are a dual credit student or **"courses at Oregon Tech"** if you are taking classes at Oregon Tech.
6. Please indicate whether you qualify for free/reduced lunch at your high school. We waive tuition for qualified students.

High School Information

Statewide Student Identifier (SSID) - Optional
An SSID is a unique, non-personally identifiable 10 digit number that all K-12 public school students are required to have.
Your teacher can give you this number. The number is not your high school ID number.

Graduation Year (Required)
When will you graduate high school? (Required)
[Dropdown menu]

Current Cumulative GPA
Optional - GPA Cannot be Greater than 4.00
[Text input field]

Are you taking Oregon Tech classes? (Required)
[Radio buttons: Yes, No]

Are you eligible for free or reduced lunch? (Required)
[Radio buttons: Yes, No]

Please rate your likelihood to attend Oregon Tech after graduating from high school. (Required)
1 - 1 - I plan to attend elsewhere, unlikely not Oregon Tech
2 - 2 - Probably will not attend
3 - 3 - Unsure, will not be pursued
4 - 4 - Highly likely
5 - 5 - Definitely will attend

Please select a major that interests you (Required)
[Dropdown menu: Picking specific interests you, please choose General Studies]

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7. Enter Citizenship & Residency Information.

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DUAL CREDIT

Step 7: Enter Citizenship & Residency

1. Select your primary country of citizenship.

NOTE: You can register for dual credit even if your primary country of citizenship is not the United States.

Citizenship

Primary Country of Citizenship (Required)
[Dropdown menu]

Residency

Do you consider yourself a resident of Oregon? (Required)
☒ Yes
☐ No

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HST APPLICATION INSTRUCTIONS CONT.

8. Submit; Confirmation of Application Submission.

The screenshot shows the 'Step 8: Application Certification & Submission' page. At the top left is the 'Oregon TECH' logo with 'Oregon Institute of Technology' below it. To the right is the text 'DUAL CREDIT'. The main heading is 'Step 8: Application Certification & Submission'. Below this are three numbered instructions: 1. Answer the application certification question. 2. Type your full legal name into the signature box. 3. Click "Submit" to complete your application. To the right of these instructions is a small box titled 'Application Certification' containing a form with several lines of text for the student to read and sign. At the bottom left of the page is 'Oregon's Polytechnic University'. The background is dark blue with binary code patterns.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 8: Application Certification & Submission

1. Answer the application certification question.
2. Type your full legal name into the signature box.
3. Click "Submit" to complete your application.

Application Certification

I, _____, understand that my educational records cannot be released without my written permission.

I, therefore, authorize the release of academic records and personally identifiable information between the high school district I attend and their professional partners for purposes of determining eligibility to enroll in dual credit courses, to choose an enrollment account with the post-secondary partner, and support my success in college-level coursework. This may include, but is not limited to, production of academic records, student progress information required to participate in specific courses, attendance records, test scores, program reports from college instructors, course grades, letters, and final exam grades.

When applicable, Oregon Tech will release tuition balance & payment information to payers. Oregon Tech will not release academic information to parents or guardians without a FERPA authorization form on file with the institution.

I authorize the release of any information submitted by me in connection with this application to any person, corporation, association or government agency by Oregon Tech only to verify or explain this information.

I agree that the information provided in this application is correct and complete. I understand that this application is only for the Early, Dual Program or Dual Credit Program. I acknowledge that if I wish to attend Oregon Tech as a full-time student, I must submit a separate application as a first-year student for a future term. I understand that I am bound to have made false or misleading statements on this application, or have omitted any relevant information, may be subject to charges, including cancellation of my application or dismissal from the university.

Oregon's Polytechnic University

REGISTRATION INSTRUCTIONS

High School Transition Students must work with their advisor to complete registration. Your advisor will complete registration on your behalf after your advising meeting.

PAYMENT INSTRUCTIONS

Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment for your courses online through one of three ways: Online Payment, Payment by Mail or Tuition Waiver. Due to low cost associated with dual credit courses, tuition is non-refundable.

1. Go to oit.edu/dual-credit.

The screenshot shows the Oregon Tech Dual Credit Program homepage. At the top, the Oregon TECH logo and "Oregon Institute of Technology" are on the left, and "DUAL CREDIT" is in large blue letters on the right. Below this, a blue rounded rectangle contains the text "Step 1: Dual Credit Program Homepage". Inside this rectangle, two instructions are listed: "1. Go to www.oit.edu/dual-credit." and "2. Click 'Students & Families'". To the right of the instructions is a smaller screenshot of the website's navigation menu. In this smaller screenshot, the "Students and Families" link is circled in red. Below the navigation menu, there are two photos: one of two students in a lab and one of a student and a teacher working together. The text "Oregon's Polytechnic University" is at the bottom of the main screenshot.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 1: Dual Credit Program Homepage

1. Go to www.oit.edu/dual-credit.
2. Click "Students & Families".

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PAYMENT INSTRUCTIONS CONT.

2. Navigate to payment portal.

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DUAL CREDIT

Step 2: Payment Portal

1. Click on "Pay Online Now".

Step 3: Pay Tuition
Oregon Tech assesses a flat rate of \$100 per dual credit course. You can complete payment one of three ways: Online Payment, Tuition Waiver, or Payment by Mail. Oregon Tech provides a tuition waiver to students whose families receive Supplemental Nutritional Assistance Program (SNAP), meet [granted income guidelines](#) or are foster child or a ward of the state of Oregon. Eligible students should complete a tuition waiver.
Students taking Oregon Tech courses through the Willamette Promise should pay through the Promise website.

- PAYMENT INSTRUCTIONS
- PAY ONLINE NOW**
- TUITION WAIVER
- INSTRUCCIONES DE PAGO

Oregon's Polytechnic University

3. Enter Oregon Tech Email.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 3: Enter Oregon Tech Email

1. Your login is your:
firstname.lastname@oit.edu

Oregon TECH
Sign in
Email, phone, or Skype
Can't access your account?
Next

Sign-in options

Oregon's Polytechnic University

PAYMENT INSTRUCTIONS CONT.

4. Complete Login.

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Oregon Institute of Technology

DUAL CREDIT

Step 4: Complete Login

1. Enter the **14 character password** you created when you logged in to TECHweb for the first time.
2. Call the ITS help desk at **541-885-1470** to reset your password if you have forgotten it.

Oregon TECH
gale.bloom@ort.edu
Enter password
Password
[Forgot my password](#)
[Use an app instead](#)
Sign in

New Students
[First Time Login/Password Change Instructions](#)
Former/Returning Students
If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:
[Web for Student Login](#)
[Re-Enroll at Oregon Tech](#)
[Pay Your Bill](#)

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5. Payment Dashboard.

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DUAL CREDIT

Step 5: Payment Dashboard

1. Select **"Make a payment"**.

GA Gale Bloom
Oregon Institute of Technology

Balance
\$0

Summary [View statement](#)
Your account does not currently have any outstanding charges.
**If you are awaiting to pay the \$12 charge for the Make-up Transcript please select "Transcript Request Payments" **

Available Items [View all](#)

Student Account Payments Payment for charges showing on L...	Transcript Request Payments Pick-up Transcript
--	--

Make a payment

Oregon's Polytechnic University

PAYMENT INSTRUCTIONS CONT.

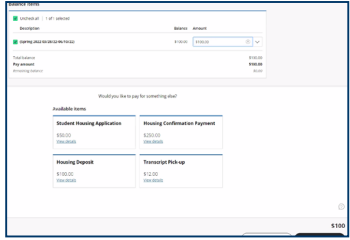
6. Complete Payment.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select **"Checkout"** on the bottom right of the page.



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7. Choose Payment Method.

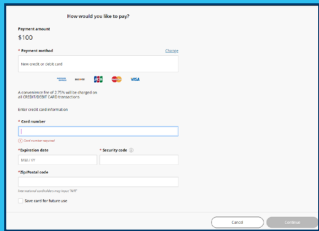
Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

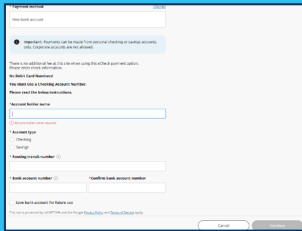
Step 7: Choose Payment Method

Credit Card Payment Screen

NOTE: Credit/Debit Card payments incur a 2.75% service fee.



Bank Account Payment Screen



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PAYMENT INSTRUCTIONS CONT.

8. Service Charge.

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DUAL CREDIT

Step 8: Service Charge

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click "Continue".

Service charge

\$1.70

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus (hereby, you will be charged a service charge of \$1.70 in your total amount due to TC. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☒ I acknowledge that I have read and accept the actual liability of the Transact Campus, Inc. Non-refundable credit card service charge that the transaction includes a non-refundable service charge of \$1.70 for the use of Transact Campus Credit Pay.

Continue

Oregon's Polytechnic University

9. Confirm Payment Details.

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DUAL CREDIT

Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.

Last step! Let's make sure we have your correct information.

* email address

service.south@hst.edu

Summary

Continue

Spring 2019 04/02/19-04/16/19	\$0.00
Service	
Summer 2019 04/16/19-07/15/19	\$0.00
Service	
Fall 2019 09/24/19-12/01/19	\$0.00
Service	
Winter 2019 01/01/19-02/22/19	\$0.00
Service	
Spring 2019 04/01/19-04/16/19	\$0.00
Service	
Summer 2019 04/16/19-07/15/19	

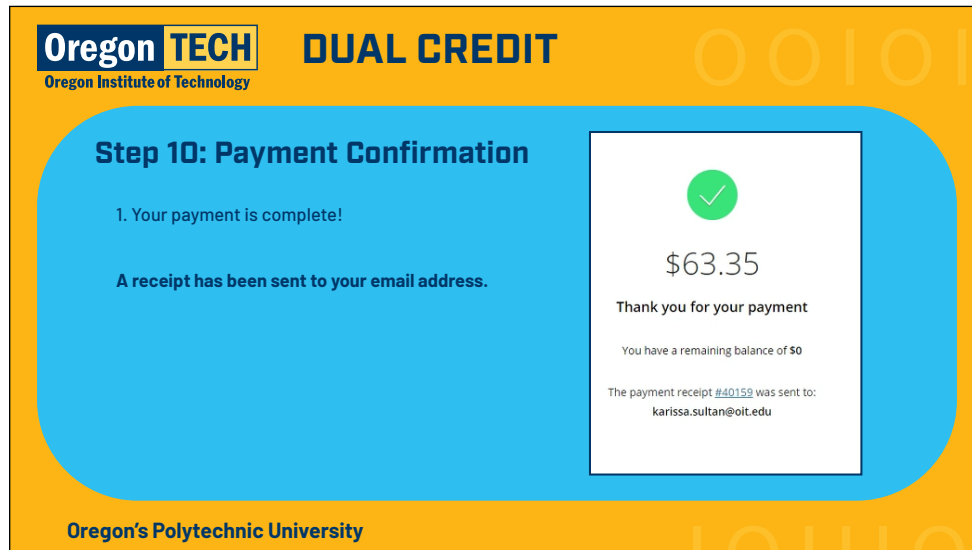
Cancel

Pay \$0.00

Oregon's Polytechnic University

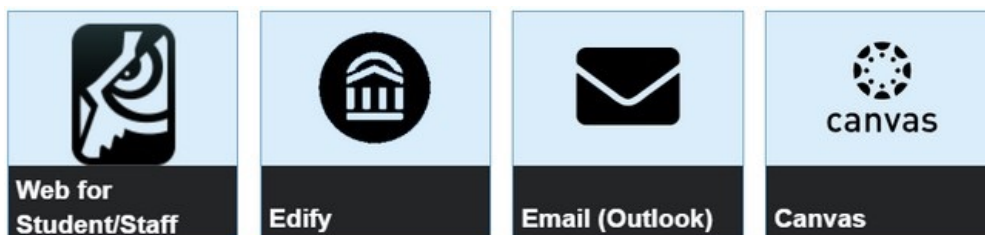
PAYMENT INSTRUCTIONS CONT.

10. Payment Confirmation/Receipt.



ACCESSING TECHweb & CANVAS

Log into TECHweb. Click on the Canvas tile on the TECHweb dashboard (pictured below)



ORDERING TRANSCRIPTS

When you are finished with your dual credit courses and plan to apply to college, you will need to order official transcripts from Oregon Tech and have them sent to your college of choice. All students have access to view their unofficial transcripts on TECHweb. See instructions below on requesting official transcripts.

1. Navigate to Parchment.

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DUAL CREDIT


Creating a Parchment Account


1. Go to **Parchment**.
2. Enter your email address and follow Parchment's instructions to create your account.

Go to next step if you have already created an account.

Learner Account

Oregon Institute Of Technology
1001 CAMPUS DR. SEASIDE, OR 97138-0001, US

Ordering your own credentials or academic records

Ordering on behalf of someone else

A MESSAGE FROM OREGON INSTITUTE OF TECHNOLOGY

Welcome to Parchment, we're offering this service to make ordering transcripts easier for you. It's also more efficient for your school and will deliver your transcripts to the colleges you choose in the format you prefer.

For current students: Please go to this link for Students and check your unofficial transcript to ensure that all grades have been posted for the current term.

Please understand that if you have an electronic transcript sent to your personal email, it will only contain official transcripts.

If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS

Email

Continue

All forms require valid e-mail address and password

Oregon's Polytechnic University

ORDERING TRANSCRIPTS CONT.

2. Register for Parchment.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Register for Parchment

1. Create an account by entering your information as outlined in this image.

2. Move on to the next slide.

First Name **Middle Name (optional)** **Last Name**

☐ I am a parent / legal guardian

Date of Birth
Month Day Year

Highest level of education
None selected

Email

Password

- 10 Character minimum
- At least one upper case, lower case, and number

By signing up you agree to the Parchment terms of use and privacy policy.

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3. Login to Parchment.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Log in or Register for Parchment

1. **Login to Parchment** if you have already created an account.

Sign In

Email address or username

Password

[Forgot your password?](#)

[Don't have an account? Sign Up](#)

Oregon's Polytechnic University

ORDERING TRANSCRIPTS CONT.

4. Verify your email address.

The screenshot shows a web page for Oregon TECH DUAL CREDIT. The header includes the Oregon TECH logo and 'Oregon Institute of Technology'. The main heading is 'Verify your Email Address'. Below it, two instructions are listed: 1. Check the email address you provided for a message from Parchment. 2. Follow instructions to verify your email. To the right, a white box contains a green button labeled 'Verify your email address' and text stating 'OR enter your verification code: cINrfl'. Below this, a welcome message from The Parchment Team is displayed. The footer reads 'Oregon's Polytechnic University'.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Verify your Email Address

1. Check the email address you provided for a message from Parchment.
2. Follow instructions to verify your email.

Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

Verify your email address OR enter your verification code: **cINrfl**

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team

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5. Add Oregon Institute of Technology.

The screenshot shows a web page for Oregon TECH DUAL CREDIT. The header includes the Oregon TECH logo and 'Oregon Institute of Technology'. The main heading is 'Add Oregon Institute of Technology'. Below it, two instructions are listed: 1. If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to "Add Another School or Organization you Attended". If Oregon Institute of Technology is not on your list, choose that option. 2. After you add Oregon Institute of Technology, you'll see an option to "Order your Transcript". Click the green "Order" button on your dashboard. To the right, a screenshot of the dashboard shows the 'Oregon Institute of Technology' entry with a green 'Order' button circled in red. The footer reads 'Oregon's Polytechnic University'.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Add Oregon Institute of Technology

1. If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to "Add Another School or Organization you Attended". If Oregon Institute of Technology is not on your list, choose that option.
2. After you add Oregon Institute of Technology, you'll see an option to "Order your Transcript". Click the green "Order" button on your dashboard.

Robert McQueen High School

Oregon Institute of Technology

You can now get your transcript! Here is what is waiting for you at this organization:

Order Transcript Order Replacement Diploma

Order **Order**

Oregon's Polytechnic University

ORDERING TRANSCRIPTS CONT.

6. Search for Oregon Institute of Technology.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Search for Oregon Institute of Technology

- After selecting the "Add Another School or Organization you Attended" button, you'll search for **Oregon Institute of Technology** and choose the option "College/Undergraduate".
- Click the "ADD" button.

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Advanced Search

Enter Organization	Location	Type	
Oregon Institute of Technology	Klamath Falls, OR, US	College/Graduate	<input type="button" value="ADD"/>
Oregon Institute of Technology	Klamath Falls, OR, US	College/Undergraduate	<input checked="" type="button" value="ADD"/>
Oregon Institute of Technology/Allen Campus	Allen, CA, US	College/Undergraduate	<input type="button" value="ADD"/>

Oregon's Polytechnic University

7. Order Transcripts.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Order Transcripts

- If you are still taking dual credit classes, select "currently enrolled".
- If you are no longer taking dual credit classes with Oregon Tech, select "not currently enrolled".
- Enter the year you graduated high school, your Oregon Tech ID number, and the last 4 digits of your SSN.
- Verify your name and click "Confirm".

Oregon Institute of Technology

How do you plan to receive the transcript?

☒ I am currently enrolled

☐ I am not currently enrolled

☐ What was your first year of enrollment?

☐ What year did you graduate or left?

☐ Your Student ID Number

☐ Your last 4 SSN

☐ Please verify your name while ordering

☐ Student Contact Email

☐ Other name variation or maiden name

Oregon's Polytechnic University

ORDERING TRANSCRIPTS CONT.

8. Select Destination.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Select Destination

1. You can search for colleges or high schools in the search bar or request that your transcripts be sent directly to you or another individual (i.e. your high school counselor).

Set Delivery Destination CANCEL X

Your order will be sent from Oregon Institute of Technology to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

Oregon's Polytechnic University

9. Sending Transcripts to an Individual.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Ordering Transcripts to be sent to an Individual

1. You can request a copy of your transcript be sent to an individual by entering the name of the person/organization you want it to be sent to and the recipient's email.

EXAMPLE: You may enter your high school's name and your high school counselor's email to request copies of your transcript be sent to them.

RECIPIENT INFORMATION

* School Name, Business, Person, or Your Name

* Recipient's Email

* Retype Email

Continue

Oregon's Polytechnic University

ORDERING TRANSCRIPTS CONT.

10. Consent to Credentials.

The screenshot shows a web form titled "Consent to Credentials" for Oregon TECH Dual Credit. The form is set against a dark blue background with the Oregon TECH logo and "DUAL CREDIT" text at the top. The main content area is a light blue rounded rectangle. On the left, there are five numbered steps: 1. Sign your name in the signature block. 2. Enter your first and last name. 3. Check the box to certify that you are the person signing. Please note the cost of your transcript on this page. 4. Click "Continue". 5. Follow prompts on following pages to complete payment. On the right, there is a white form box with a signature line, a "Clear Signature" button, and a "Type full name as signed above" section with three input fields for First Name, Middle Name, and Last Name. Below these is a checkbox for certification and a "CONTINUE" button at the bottom. The footer of the page reads "Oregon's Polytechnic University".

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Consent to Credentials

1. Sign your name in the signature block.
2. Enter your first and last name.
3. Check the box to certify that you are the person signing.
Please note the cost of your transcript on this page.
4. Click "Continue".
5. Follow prompts on following pages to complete payment.

Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger [Clear Signature](#)

X

Type full name as signed above

First Name Middle Name Last Name

☐ I certify under penalty of law that I am the individual identified above and am authorized to take this action.

[CONTINUE](#)

Oregon's Polytechnic University