



Thanks for being a student through the Office of Professional Development! Listed below are a few items to assist you with questions you may have about your course and purchasing transcripts. Good luck in your class!

GRADES– Please note that Notre Dame does **not** send grade reports or transcripts at the conclusion of the class. Ask your instructor to inform you of your grade.

TRANSCRIPTS - Transcripts can be purchased online and sent electronically. Go to <https://www.credentials-inc.com/tplus/?ALUMTRO003085> and click on BEGIN ORDER and follow the instructions. You can order transcripts and have them sent to your desired location. Please wait approximately one week after your class ends before ordering a transcript to make sure grades have been entered into the system.

Our policy is not to accept transcript requests until one to two weeks after a course is completed as grades are being entered. Thank you for your cooperation.

QUESTIONS REGARDING A TRANSCRIPT- Contact Transcripts Plus Customer Service Department at **1-847-716-3005**. If you are calling about an existing order, please have your 9-character Order Number available when you call. You can also see a FAQ section on their website to find a possible answer to your question.

Customer Service hours of operation are:	7:00 a.m. to 8:00 p.m. CST/CDT Monday - Thursday 7:00 a.m. to 6:00 p.m. CST/CDT Friday
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QUESTIONS REGARDING COURSES on transcripts -contact Tina Jurcisin at Notre Dame College 216-373-6520 or Kris Jensen at 216-373-5219.

FALL COURSES– If you need additional professional development hours for your licensure renewal visit our website at www.NotreDameCollege.edu/admissions/professional-development for the catalog of courses available both on campus and online.

Thanks again for continuing your education at Notre Dame College