



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

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. Visit www.transcriptsplus.net/order and follow the directions to 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.

SUMMER 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