

1. It is important that you understand that Worcester State College has sole responsibility for grades and transcripts due to privacy concerns.
2. In order to expedite grades, all applications for graduate credit must be completed by the **second class** meeting.

From Worcester State College

To access grades:

3. Please be sure to save the directions for accessing your grades on line.

Go to <https://community.worcester.edu>

Under Login Here enter your WSC Username and Password - click Login

Scroll to bottom right-hand side of Student Central screen (tab) to locate the WebAdvisor module

Click the Click here for Student Menu link

Click WALogin

Enter your WSC Username and password (again) and click submit

Click on students

Click on grades link

Click the box to the left of the Term you wish to view and click submit

4. If this doesn't work - call the IT Help Desk at 508-929-8856

5. Please Note: Students only receive user ID and password in the mail once. You would have received the information when you signed up for your first course at WSC. That may have been several years ago for some of you.

You will not receive the information each semester. That is why it is important for anyone who may have thrown it out to call the Help Desk to request it be sent to you again. You will need the information for as long as you take courses for WSC credit. It is also important that when you fill out registration forms that you include your social security number and birth date on the form. Reason - students/teachers need to change their passwords every 120 days. If you got on the site once and now can't use the same information it is probably that you need to change your password. You can do that online if WSC has your social security number and birth date in the system.

Professors can't start grading until the end of the WSC semester and grades don't appear until the registrar's office transcripts them.

6. To request an official transcript:

Students should go to www.worcester.edu and in the Quick Links box (currently on the left hand side of the web page) choose Transcript

Request. They need to print the form, fill it out and either mail it in with payment or fax it in with credit card info. If they are on campus they can swing by the registrar's office and request one in person but I don't believe they will get it while they wait.