

## **Proper Transcript Procedure for Greek Recruitment**

\*Note: This procedure works for most schools

Step #1 Go to website of your previous college/university; If you attended more than one, a transcript from each will be needed. Remember: Any college level courses taken in high school will not count.

Step #2 Go to the Registrar's website at that school(s).

Step #3 Navigate through the website(s) and find your unofficial transcript.

Step #4 Download and send transcript(s) electronically to Associate Director for Campus Activities and Greek Affairs Sandra Wohlleber. Her contact information is at the bottom of the page.

Once she has reviewed the document, Sandra will be in contact with you to ask you any questions she may have and/or to let you know if you are academically eligible for consideration.

Transcript must show: Your name, School name, Cumulative GPA, Cumulative Credits Earned

If the school(s) attended do not have unofficial transcripts that you can access, there are 2 other possible ways to get the needed information. Know this: SUNY Cortland cannot resolve any hold that may be on your account at a previous school(s).

#1 Contact the school(s) Registrar's Office, pay a fee and have an official transcript mailed or sent electronically. It could be sent to you and you send it to Sandra or it could be sent directly to Sandra.

#2 Contact the school(s) Registrar's Office and see if an unofficial transcript can be faxed to Sandra. Note: You will probably have to fax them official permission first

Options that definitely do not work:

#1 Going to the SUNY Cortland Registrar's Office and asking for a copy of your Transcript. That will only show your SUNY Cortland information.

#2 Going to Advisement and Transition and asking them for the same (their copy does not typically show all of the needed information)

Sandra Wohlleber  
Associate Director, Campus Activities and Greek Affairs  
SUNY Cortland  
P.O. Box 2000  
Cortland, NY 13045  
607-753-5769  
607-753-2808 (Fax)  
[Sandra.wohlleber@cortland.edu](mailto:Sandra.wohlleber@cortland.edu)