



Professional & Continuing Education
University of San Diego
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Medical Terminology Frequently Asked Questions

1. What kind of grade will I receive?
 - a. This course is offered as a letter grade.
2. How many credits is this course?
 - a. This course is worth 2 units of Graduate Level Extension Credit in semester hours.
3. When can I order my transcript?
 - a. Once a final grade is posted to your course, you will be able to order an official transcript. To check if your grade has been posted, login to your [student portal](#) and check under “My Courses”
4. How do I order a transcript?
 - a. If you are submitting applications for grad school through a centralized application system such as CASPA, they do allow transcripts to be mailed in. We do not offer electronic transcript requests. Our transcripts are processed in-house and [can be ordered](#) through your student account. While ordering, you will be asked to enter the address of whom you are sending the transcript to. Enter in CASPA's address which is listed below for your convenience:

**CASPA Transcript Processing Center
PO Box 9108
Watertown, MA 02471**

Once you order your transcript, we recommend that you email us (continuing@sandiego.edu) and attach your CASPA transcript matching form. We will include this when we mail your transcript to CASPA.

The CASPA Transcript Matching Form (Transcript ID Form) is a required document generated within the CASPA application, used to link official paper transcripts from your institution to your account. You can download this form in the "[Colleges Attended]" section after listing each school, which ensures faster processing when mailed to CASPA. **When filling out the transcript matching form, please select “University of San Diego” under Academic Institution Name.** The form includes a barcode that helps match your official mailed transcript to your account, preventing delays.

Processing may take up to five business days, not including mailing time. USPS mailing time typically takes 2-8 business days and in addition, CASPA has their own transcript processing time.