

## Earn Graduate Credit through OPEN NH

### How do you obtain graduate credit for OPEN NH courses?

*Prior to the start of an OPEN NH session*, you should register with OPEN NH for a course.

1. Participate fully in the OPEN NH course, completing all assignments, discussions, and projects with effort and quality.
2. Register with PSU to take the course for graduate credit. You can register anytime up to two weeks after the course is completed.
  - A separate registration form and payment should be sent directly to PSU.
  - The PSU Course Numbers (CN) and Course Reference Numbers (CRN) are different for each OPEN NH course and can be obtained from the course instructor.

*At the completion of the class*, your instructor will send you a certificate of completion.

3. Write a three to five page reflection paper summarizing your online learning experience and the impact it will have on your teaching practice.
4. Submit the paper to both your OPEN NH Instructor and to Cheryl Baker ([cbaker@plymouth.edu](mailto:cbaker@plymouth.edu)) at the PSU College of Graduate Studies.

Your course instructor will grade your paper, post your grades to the PSU Portal, and forward the appropriate paperwork to PSU.  
You can access your course grades through the PSU portal.

### How do you look up your final grades?

You will need to navigate to PSU's portal web site (<http://my.plymouth.edu>).  
You will need to look up your username and password as described below:

1. The Welcome page includes an area to login to the portal. Below that login prompt is a section entitled "*Getting Started.*"
2. **Click** on "*What's my user name?*" and follow the instructions to determine your user name.
3. **Click** on "*What's my password?*" to learn about your password.

Utilize the information you obtained to login to the portal system which grants you access to the My.Plymouth web portal and a host of benefits including access to your academic and financial information.

Once into My.Plymouth, make the following choices:

1. **Choose** the tab at the top labeled Student Services.
2. **Choose** Student and Financial Aid from the left-hand column
3. **Click on** *Student Records*
4. **Choose** *Final Grades*
5. **Choose** the appropriate graduate term (most online courses are General Session, others are listed by term)

Your grade information should appear.

For technical assistance, please contact the ITS Help Desk at 535-2929.

*If you need an official transcript* from PSU, the following applies:

Due to FERPA regulations, PSU needs to have a written request, complete with student signature, in order to send grade or transcript information to a student. Requests may be faxed or mailed to PSU's registrar.

Directions for ordering a free official transcript from PSU may be obtained by visiting the web site listed below:

<http://www.plymouth.edu/registrar/transcript.html>

