TRANSCRIPT REQUEST INFORMATION

Please allow 48 hours to process the transcript request. The process could exceed 48 hours during peak times (ex: registration, graduation, final grades)

**Transcript will not be processed if you have:**

1. Unpaid financial obligations to the College.
2. Incomplete records: high school transcript, transcript from other colleges/institutions, immunization records.
3. Failed to register with the Selective Service.
4. Other obligations to the college: library materials: equipment, and textbooks which have not been returned.

**Transcript Policy:**

1. Transcripts processed by student’s request only.
2. Transcript requests are sent electronically to all participating colleges.
3. Paper transcripts are issued on security paper with the ANC seal to colleges not participating in electronic transcripts.
4. Documents submitted to the Registrar’s Office are part of the student’s permanent record and will not be reissued.
5. There is currently no charge for this service.

(Subject to change without notice.)