

Request for Curriculum Transcript

Please complete a separate request form for each transcript copy that you want.

NO TRANSCRIPT WILL BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE BEEN SATISFIED. WE DO NOT FAX TRANSCRIPTS.

*Regular processing with one business days' notice is \$2.00 per transcript.

*In person "On Demand" request can be processed and received immediately for a fee of \$5.00 per transcript. On Demand service is not available during registration, course scheduling, and end of term processing.

*Unofficial transcripts that are mailed or that are picked up the next business day are FREE. Currently enrolled students can print an unofficial transcript using WebAdvisor.

Name: ID/SS Number:

Date of Birth: Phone Number with Area Code:

Last term of enrollment (include current term)

DO YOU WANT: Official Transcript (signed with college seal) Student Copy (unofficial)

SHOULD WE: Issue transcript now Hold until grades are posted Hold until graduation information is posted

DO YOU WANT: To pick up transcript The transcript mailed to:

Name:

Address:

City: State: Zip Code:

Country:

Signature:

Current Date:

FOR OFFICE USE ONLY: Transcript issued (date) _____ By: _____