

Transcript of Records

Students wishing to receive transcripts of records in order to support applications for graduate or professionals school, to transfer to other schools, or for other purposes should make application to the Office of the Registrar at least one week before the transcript is needed. Transcripts are issued only at the written and signed request of the student, and official transcripts are sent directly to the recipient specified by the student. Transcript Request Forms are available in the Office of the Registrar. A fee of \$10.00 will be charged for each transcript provided. Fees must accompany the request. All financial obligations to the College must be paid before an official transcript is issued.