

OFFICIAL TRANSCRIPTS

An official transcript is a record of a student's academic history, which includes all coursework from current or previously attended institutions. An official transcript will display the student name as provided at the time of admissions and is officiated by the institution's seal and signature of the registrar or designee. Official transcripts must be received in a sealed envelope or sent electronically from the college/university. Official Transcripts are not issued for students who have holds on their academic record.

The Office of the Registrar will not fax, email, or scan transcripts into digital format under any circumstances.