

Frequently Asked Questions

What is the Paracollege?

What are Paracollege Evaluations? Should I send evaluations with my transcripts?

Can I order an unofficial transcript?

Unofficial transcripts are only available to currently enrolled students. Current students can access their unofficial transcript through SIS.

Can I order my transcript over the phone?

No, your signature is needed in order to release your transcript. You will need to order your transcript by one of the options above: online through the National Student Clearinghouse, in person, by mailing or faxing a completed transcript request form.

Can someone else order my transcript?

This can be done if there is an official Power of Attorney that designates an individual to have access to your education records. If you are a current student and on an abroad program then you must complete and submit the Transcript Release Authorization Form prior to leaving campus. This form is included in your off-campus program application materials.

Can someone else pick up my transcript?

Yes. We need your written permission which includes the name of the person you are allowing to pick up your transcript.

What is the difference between Rush and Regular processing?

Regular processing means we will process your transcript request within 2-3 business days. Rush processing means your request will be processed the same business day and that it will be sent out same day if received by 11 am on that business day.

Can you email or fax my transcript?

No, due to confidentiality and security we do not fax or email transcripts.

My transcript needs the college seal and needs to be delivered in a sealed envelope.

All official transcripts bear the college seal and are placed in sealed envelopes with the Registrar's signature on the back flap. The transcript remains official unless the seal is broken

My transcript needs to be sent after my current term grades are posted.

Be sure to indicate this on your transcript request form.

My transcript needs to be sent after my degree is posted.

Be sure to select this option on the transcript request form.

My deadline is tomorrow. How can I get the transcript there on time?

Your only option is to send your transcript via FedEx delivery. The transcript request needs to be in our office by 11 am in order for us to process your request and meet the scheduled on-campus FedEx pickup. You will be charged the rush transcript fee plus the FedEx delivery fee.

What if I have a hold?

If a financial hold has been placed on your transcript, then you will need to resolve the hold with the appropriate department. You will be notified if there is a hold on your transcript.

The school I had my transcript sent to says they didn't receive my transcript. Now what?

Please allow the USPS 2 weeks from our processed date for delivery. Contact the recipient to see if they have received the transcript, and then contact our office if the transcript is still missing. We are happy to resend your transcript if they are unable to locate it after you call them.