

# Electronic Ordering Options

*Electronic* – When placing your order online, you can select a paperless option for your official transcript. Before placing your order, find out from the recipient whether an electronic transcript is acceptable and if so, the email address you should use for delivery. Once your order has been placed, the recipient will be notified by email that a certified PDF from our transcript ordering service can be retrieved. Please note that this option is not available for those who attended the college prior to 1997.

*Mail* – Official paper transcripts are mailed using standard delivery through the U.S. Postal Service. Paper transcript requests will normally be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. The fee for an official paper transcript ordered via the online service is \$5.00.

## Office Options:

*On-demand* – An official paper transcript can be requested on-demand during normal business operating hours in the Registrar's Office. The request must be made in person and will require a valid photo identification. The service will not be available during the two days prior to the start of the fall, spring and summer terms. The charge for an on-demand transcript is \$5.00.

*Office request* – An official paper transcript can be requested in the Registrar's Office for free. This request must be made in person and is only available for mailed or hold for pick-up paper transcripts. Paper transcripts will be processed within two business days. However, a longer period of time may be required for processing at the beginning and end of a semester. Electronic transcripts are not available using this process.