

TRANSCRIPT REQUESTS (POLICY) AND (PROCEDURE)

Any student requiring a transcript must put their request in writing or submit the online form to the Registrar's Office. Any student requesting a transcript from the Registrar needs a complete file (High School Transcripts, GED Certificate, Degree of Indian Blood, no outstanding bills to OLC). The initial request will cost \$~~5~~7.00 and ~~when multiple copies are needed \$2.00 for~~ each additional copy ~~will cost \$2.00. If a faxed or scanned copy is needed that~~ with the same day, it shall cost an additional \$2.00. request. These fees are Non-Refundable. ~~Requests and the request~~ may take 2-3 business days to process. Requests shall be kept on file for one ~~(1) academic year~~ semester due to limited filing space.