

TRANSCRIPT REQUESTS (POLICY) AND (PROCEDURE)

Any student requiring a transcript must put their request in writing 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 \$5.00 and when multiple copies are needed each additional copy will cost \$2.00. If a faxed or scanned copy is needed that same day, it shall cost an additional \$2.00. These fees are Non-Refundable. Requests may take 2-3 business days to process. Requests shall be kept on file for one (1) academic year due to limited filing space.