Santiago Canyon College
What happens here matters.

Admissions & Records
8045 E. Chapman Ave. E-101, Orange, CA 92869 | www.sccollege.edu
phone: (714) 628-4901 | email: admissions@sccollege.edu

TRANSCRIPT MAILING REQUEST

IMPORTANT: It is the students' responsibility to verify that all final grades, grade changes, and awards conferred (i.e. degrees, certificates, or certifications) are present on the unofficial transcript (available on WebAdvisor) before submitting this Transcript Mailing Request. Your transcript will be mailed as-is at the time of processing. We are not able to hold the request for pending grades or awards. Santiago Canyon College is not responsible for lost or misdirected mail.

STUDENT INFORMATION

Student Name: _____ **SCC Student ID#**: _____
(Last) *(First)*

Phone: _____ **E-Mail:** _____ **Birth Date:** _____

By signing below I confirm that I have read and agree to abide by the conditions detailed herein. I understand that it is my responsibility to verify any information I expect to be present on my transcript. I understand that my request cannot be held for pending grades or other acknowledgements and that the transcript will be mailed as-is at the time of processing. I acknowledge that Santiago Canyon College is not responsible for lost or misdirected mail.

Student Signature: _____ **Date:** _____

❑ I have attended classes within the Rancho Santiago Community College District (*Santiago Canyon College or Santa Ana College*) prior to 1986.

MAILING INFORMATION

Please select the mailing option you would like *(check one)*:
❑ $8.00 Priority (*3-5 business days*) ❑ $3.00 Standard (*7-10 business days*)
❑ This request includes an attachment to be sent along with the transcript.

Number of copies: _____

_____
INSTITUTION/ORGANIZATION NAME

_____
DEPARTMENT OR ATTENTION TO (IF APPLICABLE)

_____
STREET ADDRESS OR P.O. BOX

_____
CITY *STATE* *ZIP CODE*

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STREET ADDRESS OR P.O. BOX

_____
CITY *STATE* *ZIP CODE*

FOR A&R USE UPON RECEIPT

❑ Holds Checked ❑ ID Checked ❑ If student attended before 1986 retrieve transcript from Laserfiche **Staff Initials:** _____ **Date:** _____

Mailing Option Selected: ❑ $8.00 Priority X **Quantity:** ___ + ❑ $3.00 Standard X **Quantity:** ___ = **Total Cost:** $ ____.00

❑ **Student is using** 1 **OR** 2 **of their two free copies**