



SOLANO COMMUNITY COLLEGE TRANSCRIPT INFORMATION

Upon written request, an official transcript of record, bearing the seal of the College and signature of the Dean of Admissions and Records, will be created and placed in a sealed envelope. Do not break the envelope seal or the document will no longer be considered official.

Test scores and transcripts from other colleges are not a part of the Solano Community College transcript and must be requested from the appropriate testing center or college.

Transcripts can either be mailed to the address you specify in your request or held for in-person pickup at the Office of Admissions and Records. In-person pickup can only be made by the student or with written authorization from the student. A photo I.D. must be shown.

Transcripts **cannot** be ordered by telephone or e-mail. The Family Education Rights and Privacy Act requires the College to have a signed and dated written release before issuing transcripts. Transcript requests are accepted in-person at the Office of Admissions and Records (Building 100), by fax (707-863-7818), or by mail to:

Solano Community College
Office of Admissions and Records
4000 Suisun Valley Road
Fairfield, CA 94534-3197
Attn: Transcripts

Faxed requests must include a VISA or MasterCard account number and expiration date with authorization for the charge. **Mailed requests** must be accompanied by check, money order, or VISA or MasterCard account number and expiration date with authorization for the charge.

Transcripts will only be issued with all of the following:

- Signed and dated written request from student
- Transcript payment accompanying the request (after the first two free transcripts)
- All SCC debts paid, if necessary (All holds, including financial holds, must be cleared before transcript requests can be processed.).

If any of the above requirements are not met, the request will be returned unprocessed.

Request Type:

Regular processing

Transcript Cost:

First two transcripts ever

requested:

Free

Any additional transcripts:

\$2.00 per transcript

Processing Time:

Approximately ten business days from the date the request is received by the Office of Admissions and Records. *

Rush service

\$7.50 (total cost)

per transcript

In-person request:

One hour maximum. (Additional time may be necessary if there are grades prior to 1978.)

Faxed requests:

Same day or the next business day. *

* Note: If your transcript is to be mailed, please allow additional time for US Postal Service delivery.

(Unofficial transcripts can be printed from our Web site at www.solano.edu.)



SOLANO COMMUNITY COLLEGE TRANSCRIPT REQUEST

NOTE: A separate form is required for each address to which transcripts are sent.

SCCID # _____ Date of Birth _____

Month / Day / Year

Print Name _____

Last

First

Middle

Name While Attending SCC _____

Current Address _____

Street

City

State

Zip

Did You Attend SCC Prior To Fall 1977? _____ Yes _____ No

Dates Of Attendance At SCC: From _____ To _____

Telephone: Day (_____) _____ Evening (_____) _____

E-Mail Address: _____

Processing Instructions

Note: Current semester grades, grade changes and degrees are not available until a few weeks after the end of the semester.

(Select One)

_____ Process request upon receipt

_____ Hold request to include _____ Final Grades _____ Degrees _____ Grade Changes;
for end of semester _____ Fall _____ Spring _____ Summer

_____ Special Instructions: _____

Delivery Method (select one):

_____ Hold for in-person pickup

_____ Mail to: (one address only)

Request type / cost (select one or more type and enter number of copies and cost):

See information on back for processing time.

_____ Regular processing _____ Copies/Free (first 2 ever requested)

_____ Regular processing _____ Copies @ \$2.00 each = \$ _____

_____ Rush Service _____ Copies @ \$7.50 each = \$ _____

Total Payment Due With Request: \$ _____

STUDENT'S SIGNATURE _____ **DATE** _____

Payment Type (select one):

_____ Cash (in-person only)

_____ Check

_____ Money Order

_____ Credit Card: Visa/MasterCard # _____ Expires _____

Request will be returned unprocessed if the form is incomplete (including signature), the payment is not included, OR there are debts or holds.