



OFFICE OF ENROLLMENT MANAGEMENT

TRANSCRIPTS

Academic transcripts are issued by the Office of the Registrar, located on the bottom floor of the Willie Lee Glass Building, which is the college-designated office for maintaining official academic records of all students currently or previously enrolled at Texas College.

Requests for transcripts will be honored if they are (1) in writing, (2) contain the signature of the student or former student whose record is requested, (3) cleared financially by the Business Office, including the Office of Financial Aid, and (4) transcript fee payment is made. In accordance with new regulations issued by the Department of Education effective July 1, 2024, for those students who receive federal financial aid, the College will release transcripts to the extent of the enrollment periods in which the student has fully satisfied any bills and indebtedness owed the College while receiving such financial aid. For example, if a student receiving financial aid has completed 50 credits of classes and seeks a transcript while owing a balance of \$500.00 for a semester in which the student has completed six credits, the College will release a transcript with the forty-four credits completed and paid for. For any additional information, students may contact the Department of Education, Certification Procedures, at (202) 987-0378.

One official transcript is given to graduates without charge; additional official transcripts are **\$15.00** per copy and unofficial transcripts are **\$7.00** per copy. All transcript requests will be honored as expeditiously as reasonably possible, but during such periods as examinations, grade reporting, and registration, there may be some delay. Students requesting a transcript are strongly encouraged to make any such request at least two weeks in advance, as the College will need time to verify compliance with steps (1), (2), (3), and (4) above before release of the transcript.

Submit Transcript Request Online:

www.texascollege.edu/transcript-request

Submit Transcript Fee Payment Online:

<https://www.velocitypayment.com/client/capitalone/texascollege/index.htm>

Best regards,

John J. Roberts

Dean of Enrollment Management