Order a Transcript Online

Tri-C students and alumni can now order an official transcript through an online service accessed through My Tri-C Space and the external website. This service requires a credit card for payment.

The links to this service are:
   My Tri-C Space/My Info tab/Student Records/Order an Official Transcript
   or
   www.tri-c.edu  Student Services/Transcripts

All students should be encouraged to use the online service which will enable the printing of their transcript within one business day. Transcripts ordered through the use of a paper form will take 2-3 days. The only students who should be using a paper form are those that have no credit card. Order forms will not be available on the wall with forms – but will be available behind the counters (Registration, Info Desk, and Business Office).

The online service provides the requestor with a status of the order delivered to his or her personal email address, so they should not be calling here to see if their transcript was processed.

Fees have increased as part of this new service. Regular orders are now $5.00 per transcript, and emergency orders are $12 per transcript.

Students can request to have their transcript available for pick up at any of the three campuses. Those will be printed on the campus and available at the counter; a picture ID is required for pick up.

Students and alumni calling in for information on how to order a transcript should be directed to use one of the links above to submit a request. It should no longer be necessary for someone to mail or fax us a request for a transcript unless they do not own a credit card.

Authorization to Release
Current students who request a transcript through My Tri-C Space will be authenticated through their password, therefore eliminating the need for a signed release. Those who request a transcript through the external home page can authorize the release of the transcript in two ways.

1. They will be emailed a release form by the transcript service that can be faxed or mailed back to the online service provider.
2. They can print a release form here on campus at the kiosk.

Once permission to release the transcript is authorized, it will be printed and delivered.