



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: Transcripts
Number: 4.2.8

Responsibility: Student Affairs (Registrar's Office)
Last Updated: February 23, 2023
State Policy/Law: SC Code of Laws, Title 59, Chapter 53, Sections 810-860

Commission Chair

President

The Registrar's Office provides, upon student request, an official transcript of academic grades. A request must be made directly through the secure external electronic transcript service (Parchment). Telephone requests or requests by relatives or friends will not be accepted. Official transcripts are not issued or available to students who have outstanding financial obligations to the College.

A fee is required for each official transcript requested.

Procedures:

4.2.8.1 Transcripts