



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Transcripts
Number: 4.2.8.1

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.2.8 Transcripts

President

Purpose:

This procedure establishes guidelines for students requesting transcripts from the Technical College of the Lowcountry.

Procedure:

1. The Registrar's Office provides, upon student request, an official transcript of academic grades. The request must be made through the secure external online transcript service, Parchment.
2. Information required to process a transcript request include:
 - a. Name
 - b. Student ID Number
 - c. Date of Birth
 - d. Recipient Information
 - e. Fee Payment
3. Students who have outstanding financial obligations to the College are not eligible to receive official transcripts until the balance has been paid and the hold has been removed.
4. Transcripts are processed in accordance with the Family Educational Rights and Privacy Act of 1974.