

# COLLEGE CREDIT POLICY

## TRANSCRIPTS

### Unofficial Copies

Unofficial copies of your Navarro College transcript may be obtained by logging into Self Service at:

<https://selfservice.navarrocollege.edu/Student/Student/Transcripts>

Your transcript will be downloaded to a PDF file and you can print or save it.

**Official copies of student transcripts are available electronically or in-person.**

### Electronically (\$3 fee per transcript)

Request that your transcript be sent electronically to at:

<https://www.navarrocollege.edu/registrar/transcript-requests.html>

### In-person (\$5 fee per transcript)

Go to the Cashier's office at any Navarro College location to pay the \$5 fee (per transcript) and receive a receipt. Take the paid receipt to the Office of Admissions and Records for printing of official transcript(s).

All requests will require the following information:

- 1.Student's name while attending Navarro College
- 2.Social Security Number or Navarro College Student ID Number
- 3.Dates of attendance
- 4.Indication of whether the student needs an official or unofficial transcript
- 5.Contact telephone number and an email address for the student
- 6.A copy of the student's driver's license or state issued ID
- 7.The student's signature (Federal Privacy Laws (FERPA) prohibits the release of transcripts without the written consent of the student.