

# 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 (\$7 fee per transcript)

Request that your transcript be sent electronically to at:

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

#### In-person (\$7 fee per transcript)

Go to the Cashier's office at any Navarro College location to pay the \$7 fee (per transcript) and receive a receipt. Take the paid receipt to the Registrar's Office 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.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).