



Steps to Order an HGTC Transcript For High School PACE Dual Enrollment Students

Please follow the steps below to order your transcript online:

Ordering through your WAVENET/ STUDENT ACCESS:

- Go to www.hgtc.edu
- Log in to your student WAVENET account
- Click on the MY STUDENT tab
- Find REGISTRATION TOOLS on the lower left-hand part of the page
- Click the last option ORDER OFFICIAL TRANSCRIPTS
- After the Parchment portal loads, follow the prompts to complete your transcript order

All transcripts sent through Parchment are official. Allow 3 to 5 business days for the release of a current transcript. **Parchment does give the option to hold the transcript until grades or diplomas are posted.**
If you want your transcript to be sent after your current semester final grades are posted, select "Hold for Grades."

There is a \$10.00 fee for each transcript ordered.

Payment with a credit card is required at the time of the request.

Other Options for Requesting Transcripts (Processing on Demand at Conway Campus only)

Transcripts may still be requested in person at the Registrar's Office on the Conway Campus, Building 1100, during regular office hours (8:00am-5:00pm Monday-Thursday and 8:00am-12:30pm on Friday). A fee applies to in person and mail in requests of \$15.00 per transcript.

A hold on your account will prevent you from ordering your transcript.

*To check to see if you have a hold on your account:

- Go to www.hgtc.edu
- Log in to your student WAVENET account
- Click on the MY STUDENT tab
- Find REGISTRATION TOOLS on the lower left-hand part of the page
- Click the option HOLD. The new screen will appear and state "No holds exist on your record." If you do not receive this message, please call the college to determine what holds are on your account.