

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 9.2.2
Title: Transcripts
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Student Affairs

Original Approval Date: 09-09-1993
Last Cabinet Review: 11-17-2021
Last Revision: 11-27-2021

Chairperson

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

A fee is required for each official transcript requested. Student requests for transcripts to be sent to the Human Resource Office of Horry-Georgetown Technical College are processed without a fee.