

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 9.2.2.1
Related Policy: 9.2.2
Title: Transcripts
Responsibility: Registrar

Original Approval Date: 02-26-1997
Last Cabinet Review: 11-17-2021
Last Revision: 11-17-2021

President

The Registrar's Office provides, upon student request, an official transcript of academic grades. The request must be made via completion of the Transcript Request Form, on the College portal, or through the secure external transcript service (Parchment).

Procedures followed in processing a transcript request are as indicated below:

- A. Items needed in order to process a transcript request include name, student ID number or date of birth, address to forward transcript, and appropriate fee. Notification is sent to the student if additional information or the fee is needed.
- B. Students who have financial obligations to the College and/or who have an institutional hold are not eligible to receive an official or unofficial transcript until the balance has been paid and/or the hold has been removed.
- C. Each transcript issued is recorded within the student information system (Banner).