

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: 01-31-2018  
Last Revision: 01-31-2018

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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 WaveNet account, or directly through the secure external electronic transcript service (Parchment). Telephone requests or requests by relatives or friends will not be accepted. Official transcripts are not issued if the student has financial obligations to the College.

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.