



COMMUNITY COLLEGE OF BEAVER COUNTY
 Information & Registration Center
 1 Campus Drive
 Monaca, Pennsylvania 15061-2588

TRANSCRIPT REQUEST

Transcripts

The College transcript is an official record of a student's academic work. An official transcript bears the signature of the Dean of Enrollment Services and the seal of the College.

1. Submit a written request to the Information & Registration Center
2. Allow a minimum of three working days for the preparation of the transcript.
3. Pay any necessary transcript fee.

In certain circumstances students require immediate access to transcripts. The Information & Registration Center will process same day requests as a priority. To accommodate this special handling students must:

1. Submit a written request to the Information & Registration Center indicating immediate need.
2. Pay a special handling transcript fee of \$5 per transcript.

No transcript or other enrollment information will be released by the College if the student owes any financial balance to the school.

Student Information

Your Name _____

Previous Name (if applicable) _____

Social Security # or CCBC student ID # _____

Street _____

City _____ State _____ Zip _____

Student Signature _____

Phi Theta Kappa

Mail Transcript To:

Name _____

Department _____

Street _____

City _____ State _____ Zip _____