

# Transcript Request Form



**TRI-COUNTY**  
COMMUNITY COLLEGE

www.tricountycc.edu

MAIN CAMPUS 21 Campus Circle • Murphy, NC 28906 • 828-837-6810

GRAHAM COUNTY CENTER 145 Moose Branch Road • Robbinsville, NC 28771 • 828-479-9256

CENTER FOR APPLIED TECHNOLOGY 2415 Airport Road • Marble, NC 28905 • 828-835-9564

Name: \_\_\_\_\_  
Last First M.I.

Previous Name (If applicable): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Address City Zip

Daytime Phone Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

⇒⇒⇒⇒ **Student's Signature (REQUIRED):** \_\_\_\_\_

## CURRICULUM

### Attention:

Trinity Hollenbeck, Assistant Registrar  
Phone: (828)835-4256 Fax: (828)837-3266  
thollenbeck@tricountycc.edu

### Curriculum Transcript

*\*Curriculum courses are taken for college credit.*

Most recent semester enrolled: \_\_\_\_\_

\_\_\_\_\_ # of personal copies \_\_\_\_\_ # of official copies

Include Placement Test Scores  yes  no

- Send now
- End of semester
- Pick up \*\*
- Fax or Email (unofficial)

\_\_\_\_\_  
Fax Number or Email Address

\_\_\_\_\_  
Attention:

### Please mail to:

\_\_\_\_\_  
Person/Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

### CURRICULUM FEE POLICY

Unofficial Transcripts: \$5.00

Official Transcripts: \$5.00

## CONTINUING EDUCATION

### Attention:

Molly Howard, Non-Curriculum Records and Reports Specialist  
Phone: (828)835-4240 Fax: (828)837-3266  
mhoward@tricountycc.edu

### Continuing Education Transcript

*\*Continuing Education courses are short-term, non-credit offerings designed to provide education and training to gain new and/or upgrade current job-related skills.*

\_\_\_\_\_ # of personal copies \_\_\_\_\_ # of official copies

- Send now
- Pick up \*\*
- Fax or Email (unofficial)

\_\_\_\_\_  
Fax Number or Email Address

\_\_\_\_\_  
Attention:

### Please mail to:

\_\_\_\_\_  
Person/Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

### CONTINUING EDUCATION FEE POLICY

Unofficial Transcripts: \$5.00

Official Transcripts: \$5.00

**\*\*Written permission must be provided if the transcript is to be picked up by someone other than the TCCC student.**

I give permission for \_\_\_\_\_ to pick up my transcript.

**GED Students Please Note:** In accord with Federal regulations all GED transcripts can only be obtained at: [www.gedtestingservice.com](http://www.gedtestingservice.com)

### Transcript Fees and Payment Options:

\$5.00 per transcript (official or unofficial copies)

1) Attach check or Money Order payable to Tri-County Community College or 2) Pay in person at the Business Office: 21 Campus Circle, Murphy, NC 28906 3) Pay online ([CLICK HERE](#))