

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:

Registrar's Office
Phone: (828)835-4219 Fax: (828)837-3266
transcripts@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

****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.

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

GED Students Please Note: In accord with Federal regulations all GED transcripts can only be obtained at: 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](#))