



PICK-UP REQUESTS ONLY
To be signed when transcript is picked-up by student
Student's Signature and Date

TRANSCRIPT REQUEST

General Office Hours: Monday-Thursday 7:30 a.m. to 7:00 p.m. and Friday 7:30 a.m. to 4:30 p.m.
Only courses taken at Chaffey College will appear on the transcript
Transcript Requests are not accepted without the student's signature
Requests by persons other than the student will not be honored without student's written authorization and photo ID
Photo ID is required for all transactions

Date: Chaffey ID/Social Security #: Birth Date:

Name: Last First Middle Other Names Used

Current Address: Number Street City State Zip Code Phone: ()

DO NOT MAIL: Student will pick up
MAIL TRANSCRIPT(S) to the below address
NAME STREET CITY STATE ZIP CODE
NO. OF COPIES
TRANSCRIPT FEE:
REGULAR SERVICE: 7 business days (\$5 each)
RUSH-- NEXT BUSINESS DAY (\$10 each)

PLEASE CHECK MY CHAFFEYVIEW TO VERIFY GRADES OR HONORS CODE DESIGNATION BEFORE REQUESTING OFFICIAL TRANSCRIPTS. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THAT THE TRANSCRIPT IS ACCURATE.
SPECIAL INSTRUCTIONS: Check only those that apply
Send transcript after my degree or certificate is posted: Graduation Date:
Student Activity transcript: List Notation -
CSU - General Education Certification IGETC - General Education Certification
(For IGETC or CSU Certification refer to back of form for important information)
STUDENT'S SIGNATURE (Required): DATE:
Note: Transcripts returned from the Post Office or not picked-up in the office, will be held in Admissions for 3 months and then destroyed. If you have any questions regarding this information, please contact the Admissions Office.

OFFICE USE ONLY:
Regular Service: Amount Paid \$ Rush Service: Amount Paid \$
Received by: Date:
Transcript will be ready for pick-up on: Transcript will be mailed on:
(Revised: 3/2009)

Chaffey College
TRANSCRIPT POLICY

Note: Students must be financially cleared by the college to request transcripts

FEES

- **ONLINE TRANSCRIPT REQUESTS VIA MYCHAFFEYVIEW:**
 - Next Business-Day Service = \$5 each
- **FREE COPIES:**
 - Students are eligible to receive two free copies. If you have not ordered your two free copies, you will not be charged at the time of your online order. Once we have processed your order for two free copies, you will be charged \$5 per transcript on all subsequent requests.

REQUESTS BY MAIL OR IN-PERSON

- Rush Service (Next Business Day) = \$10 each
- Regular Service (7 Business Days) = \$5 each

OFFICIAL TRANSCRIPTS

- Transcripts sent from Chaffey College to another college are considered to be official. Personal or hand-carried copies are official if unopened but may not be accepted at all institutions.
- In accordance with the Family Education Rights and Privacy Act of 1974, records may not be released to a third party without prior written authorization and a copy of a photo I.D. of the student.

STUDENT ACTIVITY TRANSCRIPT

- Student Activity transcripts must be initiated in Student Activities to list special recognitions obtained at Chaffey College. (example: scholarship or club office held)

OTHER COLLEGE TRANSCRIPTS

- Only coursework taken at Chaffey College will be shown on the transcript. Copies of transcripts from other colleges must be requested from each institution.

GENERAL EDUCATION CERTIFICATION

All courses for which a student requests General Education Certification must be posted on the student's transcript at Chaffey College. Courses completed at other accredited colleges or universities in the United States may also be used for certification. If courses are used from out-of-state institutions, the student is responsible for providing catalog course descriptions to the Chaffey College Counseling Center for review by a counselor.

Students are responsible for requesting certification when their transcripts are sent to participating institutions.

California State University (CSU)

- A. For full General Education Certification (39 units minimum), a student must complete at least one course at Chaffey College from the CSU General Education course pattern.
- B. Partial certification of completed area(s) will include Chaffey College courses only.

Intersegmental General Education Transfer Curriculum (IGETC-UC/CSU)

- A. See the Counseling Department to determine if you need a full certification or a partial certification.
- B. All courses must be completed with a grade of C or better.
- C. When requesting IGETC certification, students may be required to submit official copies of their high school transcripts. See Counseling for details.

Note: If you request either certification and there is none on file, your transcript request may be delayed. Check with Counseling at (909) 652-6200, before requesting certification.

If you have any questions regarding General Education Certification, consult a counselor.