Transcript Requests

Students may request for their official transcripts via mail or in-person at the Admissions and Records Office located in the One Stop Center. Transcript request may also be ordered online directly through the National Student Clearinghouse for an additional $2.25 processing fee. Standard processing time is within 7 working days for $5.00 per transcript. Rush processing time is within 24 business hours for $15.00 per transcript. For additional information, contact the Admissions and Records Office at (808) 245-8225.