

TRANSCRIPT REQUEST

PICK-UP REQUESTS ONLY
To be signed when transcript is picked-up by student

Student's Signature and Date

IMPORTANT NOTICE: It is the student's responsibility to read the Transcript Policy on Page 2 this form before requesting transcripts. You may contact us at transcripts@chaffey.edu. To order transcripts online go to <http://www.chaffey.edu/admissions/transcripts.shtml>.

(Use black or blue ink only)

Chaffey ID Number: _____ Birth Date: _____ Phone: (____) _____

Name: _____
Last First Middle Other Names Used

Address: _____
Number Street City State Zip Code Chaffey Email

PLEASE VERIFY GRADES AND/OR HONORS CODE DESIGNATION ON MYCHAFFEYVIEW BEFORE REQUESTING OFFICIAL TRANSCRIPT(S). IT IS THE STUDENT'S RESPONSIBILITY TO ENSURE THAT THE TRANSCRIPT IS ACCURATE AND COMPLETE BEFORE SUBMITTING A REQUEST.

- DO NOT MAIL: *Student will pick up*
- MAIL TO: *Print full name and address*

NO. OF COPIES: _____

NAME: _____
STREET: _____
CITY: _____
STATE: _____ ZIP CODE: _____

- TRANSCRIPT FEE:**
- REGULAR SERVICE:
Seven (7) business days to process (\$5 each)
 - RUSH – NEXT BUSINESS DAY
One (1) business day to process (\$10 each)

SPECIAL INSTRUCTIONS: Check only those that apply

- Send transcript after my degree or certificate is posted: Graduation Date: _____
- Student Activity transcript: *(List Notation-i.e. ASCC President, Spanish Club Treasurer, etc.)* _____
- CSU – General Education Certification IGETC - General Education Certification

(For IGETC or CSU Certification refer to Page 2 of this form for important information)

Would you take a moment to tell us why you chose to request your transcript by mail instead of ordering online? Your feedback is greatly appreciated.

STUDENT SIGNATURE (Required): _____ **DATE:** _____

Note: Transcripts returned from the U.S. Post Office or not picked-up in the office, will be held in the Admissions and Records Office for three (3) months and then destroyed. After such time, the student must submit a new request and pay applicable fees.

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: _____

Chaffey College
TRANSCRIPT POLICY

IMPORTANT NOTICE TO STUDENTS:

- Students must be financially cleared by the college to request transcripts.
- Requests for archived transcripts that include coursework **prior to 1985** may require additional processing time.
- All requests of 3 or more transcripts (mailed to a home address) will be sent certified mail and will require a signature for delivery.
- Transcript requests sent out by mail are considered finalized after 30 days from the date of mailing.
- All transcript requests are sent through regular standard U.S. Mail, unless student indicates to hold for pick-up.

REQUESTS ONLINE VIA THE MYCHAFFEY PORTAL

- Next Business-Day Service = \$5 each
- Students are eligible to receive two free transcripts. Requests for free copies must be made online via the MyChaffey Portal. 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 from date of receipt) = \$10 each
- Regular Service (7 Business days from date of receipt) = \$5 each

REQUESTS HELD FOR PICK-UP

- All online and in-person Rush Service requests are ready for pick up at the Rancho Campus after 12:00 p.m. on the following business day. Allow additional days for pick-up at Chino or Fontana.
- Requests held for pick-up will be available for three months from the date of the order. After three months, the transcripts are destroyed and a new request (and fees if applicable) is required.

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. (See [Proxy Form](#) for details)

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.