

<b>Please type or print with ballpoint pen.</b> <b>INCOMPLETE or ILLEGIBLE REQUESTS CANNOT BE PROCESSED.</b>			Date _____
STUDENT'S LAST NAME	FIRST NAME	MIDDLE NAME	FORMER NAME(S) , IF ANY
MCC ID OR SSN	DATE OF BIRTH		CONTACT PHONE
CURRENT MAILING ADDRESS (NO. STREET, APT)		CITY, STATE, ZIP	
<b>SIGNATURE REQUIRED</b>		CURRENT E-MAIL ADDRESS	
<input type="checkbox"/> Release Immediately ( <b>If you are currently enrolled, your transcript will be released with only the grades that are posted at this time.</b> ) <input type="checkbox"/> Hold for all my grades (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Hold for my current degree (check one): <input type="checkbox"/> Associates <input type="checkbox"/> Certificate <input type="checkbox"/> AGEC (Degrees could take up to 10 business weeks to post after end of term).			
<b>DESTINATION:</b> Mail to address(es) shown below. To add more requests, please complete another form.			
<b>First person or institution:</b>			
Name:		Attn:	
Address:		City State Zip	
		Number of Copies:	
<b>Second person or institution:</b>			
Name:		Attn:	
Address:		City State Zip	
		Number of Copies:	
<b>TOTAL NO. OF COPIES</b> _____			
<b>TRANSCRIPT INFORMATION</b> <b>Transcript Cost: \$20.00 per copy (non-refundable).</b> <b>RUSH Processing and Delivery Cost: \$50.00.</b> <b>Total Fees for a Rush Processed and Delivered Transcript: \$70.00.</b>			For Mail Orders: Mail completed and signed form with a cashier's check or money order payable to Mohave Community College to: Transcript Request Mail Stop 104 Mohave Community College 1971 Jagerson Avenue Kingman, AZ 86409
<ol style="list-style-type: none"> <li>1. Transcripts will not be issued if any financial holds are present on the student's account.</li> <li>2. MCC does not guarantee that transcripts issued to students directly will be accepted by the receiver as official.</li> <li>3. Transcripts sent to the student will be stamped "Issued to student".</li> <li>4. Allow 7-10 business days for processing. Transcripts will be sent out as quickly as possible. However, during and after final exams there will be some delay due to the high volume of requests.</li> <li>5. Both mail and in person orders will require a money order or cashier's check payable to Mohave Community College.</li> <li>6. All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written authorization.</li> <li>7. Notification of non-receipt of transcripts <u>by the intended destination</u> will be accepted up to 30 days after your order date. After 30 days, you must place a new order.</li> <li>8. Requests received after 3 p.m. (AZ time) will be dated as received the following business day.</li> <li>9. Mohave Community College makes no guarantees as to the timeliness of deliveries once the transcript is picked up by the United States Postal Service. USPS delivery times may vary due to holidays and weekends, particularly during seasonal peaks.</li> <li>10. Details on Rush Processing and Delivery available on MCC's website.</li> </ol>			
MCC Form REG 0002 (rev 10/05/16)			