For each student a complete record showing entrance credit, college credits, majors, minors, honors, and degrees is kept in the Office of Registration and Records.

Transcripts are forwarded to designated third parties only upon the student’s request. To be “official” they must be signed by the Registrar and bear the institution seal. All transcripts will clearly indicate when and to whom they are issued. Transcripts will be withheld if the student has not settled all financial obligations to the institution.