

## 7. When You're Ready to Graduate

### Transcripts

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- Transcript Availability
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### Transcripts

A transcript is an official copy of a student's academic history at UCSC. Transcript requests are not processed if you have outstanding obligations to the university. Contact the Student Business Services Office, 459-2107, for questions regarding a university hold on your records.

#### Transcripts with evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, number of transfer credits, evaluations of courses, and an evaluation of comprehensive examination or senior thesis also appear. The fee is \$10 per copy.

#### Transcripts without evaluations include:

Courses graded P, A, B, C, D, F, W, or I. NP will appear for courses taken fall 2001 and after. The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus). Incompletes lapse at the end of the subsequent quarter; in letter-graded courses, the I lapses to an F, in Pass/No Pass grading, to a No Pass.

Degrees awarded, honors, and number of transfer credits also appear. The fee is \$5 per copy.

### Requesting a Transcript

#### Credit Cards

The fastest way to order a transcript is via the web with a credit card. Credit card orders must be requested through Credentials Inc., a vendor that provides this service through an agreement with UC Santa Cruz.

To use the online ordering system, go to [reg.ucsc.edu](http://reg.ucsc.edu) and click on Ordering UCSC Transcripts. Under Ordering by Credit Card, select the Credentials Inc. icon. This is a secure, encrypted site. The charge for using this service is \$1.75 per transcript.

#### Ordering by Mail or In Person

Request for Official Transcript forms are available online at [reg.ucsc.edu/students/etran\\_req.pdf](http://reg.ucsc.edu/students/etran_req.pdf), or you may pick one up in person at the Office of the Registrar, located at 190 Hahn. By mail, you may write a letter and include the name under which you are/were enrolled, your current address, your e-mail address, student ID# (may be your social security number), birth date, dates of attendance, date of graduation, college affiliation, the mailing address where the transcript should be sent, the number of copies needed, any deadlines, whether or not you want your transcript to include evaluations, your signature, and a check payable to UC Regents for the appropriate fee. Send your request to:

Transcripts  
Office of the Registrar  
UC Santa Cruz  
1156 High Street  
Santa Cruz, CA 95064

Transcript-ordering information is also available by calling 459-4412.

#### Transcript Availability

Transcripts are available as follows:

- approximately 10 days after the end of the quarter to include grades, or
- approximately six weeks after the end of the quarter to include evaluations or a degree if applicable.

#### Processing/Mailing Time

For regular service, allow one to two weeks for processing from the time your request is received by our office. During the peak period (November through February), processing may take longer. For rush service, visit [reg.ucsc.edu](http://reg.ucsc.edu) for more information.

You may request and pay an additional fee for your transcript to be mailed via next-day service. This service provides fast delivery and a receipt that the transcript was received by the recipient. This service expedites transit time, not processing time. Federal Express is used for all destinations, and they will not deliver to post office box addresses or on weekends. The additional charge for Federal Express within the U.S. is \$20 for up to three transcripts going to the same address. The additional charge for Federal Express outside the U.S. is \$30 per transcript (with or without evaluations). Please note that if the appropriate fee has not been received for next-day service, your transcript will be sent via regular mail.

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### UCSC Extension Transcripts

Transcripts for UCSC Extension courses must be ordered from UCSC Extension, 1101 Pacific Ave., Suite 200, Santa Cruz, CA 95060, (800) 660-8639, or via the web at [www.ucsc-extension.edu](http://www.ucsc-extension.edu).