

7. When You're Ready to Graduate

Transcripts

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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 \$12 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 \$6 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 Solutions, a vendor that provides this service through an agreement with UC Santa Cruz. To use the online ordering system, go to reg.ucsc.edu and click on Ordering UCSC Transcripts. Under Ordering by Credit Card, select the Transcripts Plus icon. This is a secure, encrypted site. The charge for using this service is \$2 per transcript.

Ordering by Mail or In Person

You may order a transcript in person or by mail. A public kiosk at the Office of the Registrar is available to make requests in person. To request a Transcript Request Form, contact registrar@ucsc.edu. 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 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.

UCSC Extension Transcripts

Transcripts for UCSC Extension courses must be ordered from UCSC Extension via the web at www.ucsc-extension.edu.