

TRANSCRIPTS

High School Transcripts

All matriculated students should have official transcripts sent to the Counseling Department from their high schools.

Other College Transcripts

Students with previous college units should have official transcripts from all colleges attended sent to the Fullerton College Admissions and Records Office. These transcripts can verify completion of prerequisite courses, eliminating the necessity of taking all or part of the placement test, and can assist the academic counselors in working with the students. Official transcripts from other colleges are required for evaluation toward a certificate, associate degree, or meeting general education requirements for transfer. Copies of transcripts from other colleges must be requested from each institution.

Fullerton College Transcripts

The Admissions & Records Office prepares and permanently retains a record of each student's academic work. Only coursework taken at Fullerton College will be shown on the transcript. Transfer credits are included only if other college coursework has been used to fulfill graduation requirements.

Transcripts may be requested via electronic/web, mail or in person. **Fax, phone and email requests are not accepted.** For detailed information on transcript ordering, go to www.admissions.fullcoll.edu (<http://admissions.fullcoll.edu>).

Students who have completed the General Education Certificate requirement need to request that an evaluation is included with the transcript at the time the request is made (for additional information, refer to the General Education Breadth Requirements-Four Year Colleges and Universities (<https://catalog.nocccd.edu/fullerton-college/general-education-breadth-requirements-college-university/>)). No rush, web or electronic requests for this service.

It is the student's responsibility to ensure all grade changes, academic renewal, appeals petition course repeat adjustment requests, and certificate/degree postings are complete prior to requesting a transcript.

Transcript Fees

All transcript fees are payable at the time the transcript request is submitted. The first two transcripts EVER requested in person are free. Fees are \$5 per copy. On demand/rush transcripts are \$10 plus the transcript fee. Fullerton College accepts credit cards, checks, money orders, or cash as form of payment. Credit card payments are only accepted online or in person. Cash payments may be made at the Bursar's Office but are not recommended to be sent through the mail. Please be advised that ALL fees are subject to change without notice to the student.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In accordance with the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, records may not be released to a third party without prior written authorization of the student. Contact Admissions and Records for more information. A picture ID of the student or authorized person is required for ALL transactions made in person.