TRANSCRIPTS

With the student’s permission, the College will send official transcripts of the student’s entire academic record at WWCC and other institutions, employers or other third party locations. Official transcripts are given directly to the student and are marked “Issued to Student.”

See following page for procedures.
TRANSCRIPTS

The Office of Registration and Records will send official transcripts of the student’s entire academic record at WWCC to other institutions, job sites, etc. Official transcripts may be given directly to the student, in a sealed envelope and marked “Issued to Student.”

The student must follow the procedure described.

Procedure
To have a transcript sent, the student must:

- Give permission either in writing, on the phone (presenting clear and positive identification), or on-line via WWCC’s website.

- Have no debt with the College.

- Allow one week notice for all requests.

Policy included in WWCC catalog
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