

After filling out your admissions application to your four-year institution, you will need to send your official college transcript. Each community college has a different way of requesting and sending transcripts. Please see the chart below to find out how your college handles the process.

Institution	E-Transcript	Paper Copies	Request via website	Link
<b>DSCC</b>	Free through clearinghouse if sent to other TBR school, otherwise \$3.50	Six free copies per student per semester; must submit form in person or through email	Yes	<a href="https://www.dsc.edu/transcript-request">https://www.dsc.edu/transcript-request</a>
<b>JSCC</b>	Free through clearinghouse if sent to other TBR school, otherwise \$3.50	Free, must submit form in person or through email	Yes	<a href="https://www.jsc.edu/about-jackson-state/student-services/records/">https://www.jsc.edu/about-jackson-state/student-services/records/</a>
<b>SWTCC</b>	Free through clearinghouse if sent to other TBR school, otherwise \$3.50	Can order through MySouthwest portal; not sure if it is free	Yes for E-transcript (Clearinghouse)	<a href="https://www.southwest.tn.edu/admissions/transcripts.php">https://www.southwest.tn.edu/admissions/transcripts.php</a>
<b>CoICC</b>	Free through clearinghouse if sent to partnering TN school, otherwise \$3.50	No information on paper copies	Yes for E-transcript (Clearinghouse)	<a href="https://www.columbiastate.edu/transcript-request/">https://www.columbiastate.edu/transcript-request/</a>
<b>VSCC</b>	Free through clearinghouse if sent to TN schools, otherwise \$2.50-\$3.50.	Free, must pick up in person	Yes for E-transcript (Clearinghouse)	<a href="https://www.volstate.edu/records">https://www.volstate.edu/records</a>
<b>NSCC</b>	Free through clearinghouse if sent to partnering TN school, otherwise \$3.50	Likely free, must fill out transfer request form for paper copies	Yes--for paper copies, the student must file a transfer request form, which is available on the NSCC website	<a href="https://www.nsc.edu/current-students/records-office/request-a-transcript">https://www.nsc.edu/current-students/records-office/request-a-transcript</a>
<b>MSCC</b>	Free through clearinghouse if sent to TN schools, otherwise \$2.50-\$3.50.	Likely free	Yes	<a href="https://www.motlow.edu/academics/transfer/transcripts.html">https://www.motlow.edu/academics/transfer/transcripts.html</a>
<b>PSCC</b>	Free through clearinghouse if sent to TBR schools, otherwise \$2.50-\$3.50.	Free, pick-up or mailed	Yes	<a href="https://web2.pstcc.edu/sa/forms/admissions/transcript_request.php?attend=after&amp;submit=Submit">https://web2.pstcc.edu/sa/forms/admissions/transcript_request.php?attend=after&amp;submit=Submit</a>

<b>CSCC</b>	Free through clearinghouse if sent to TN schools, otherwise \$2.50-\$3.50.	Likely free, mailed	Yes for E-transcript (Clearinghouse); students may need to email records for a mailed copy	<a href="https://www.chattanooga.state.tn.edu/student-support/information/transcript-request">https://www.chattanooga.state.tn.edu/student-support/information/transcript-request</a>
<b>CISCC</b>	Free through clearinghouse if sent to other TBR school, otherwise \$3.50	Likely free, instructions for paper copies not on website	Yes for E-Transcript (Clearinghouse)	<a href="http://clevelandstateecc.edu/about/general-info/transcripts/index.html">http://clevelandstateecc.edu/about/general-info/transcripts/index.html</a>
<b>NESCC</b>	Free to TN schools	Request through MyNortheast / Banner. Will be mailed. 3 days processing time	Yes, E-transcript	<a href="https://tsorder.studentclearinghouse.org/school/welcome">https://tsorder.studentclearinghouse.org/school/welcome</a>
<b>WSCC</b>	Not listed, website only gives instructions for paper copies	Free up to 5 copies	No, use Clearinghouse. Only use website if instructed by Student Records	<a href="https://www.ws.edu/student-services_app/Transcripts/">https://www.ws.edu/student-services_app/Transcripts/</a>
<b>RSCC</b>	Free to public TN institutions.	Not specified	Yes, E-transcript	<a href="https://www.roanestate.edu/?8921-Transcript-Request">https://www.roanestate.edu/?8921-Transcript-Request</a>