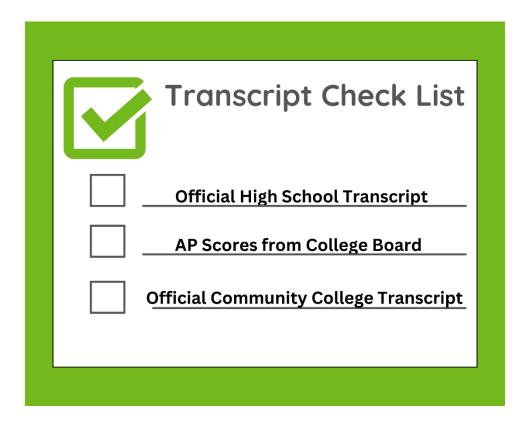


Transcript Process

After applying for admission to a four-year institution, you will need to send them your official transcripts. Please refer to the checklist below to see what documentation your institution will require!



Official High School Transcript: Each high school has a different process for requesting/sending transcripts. Some high schools have an online process, which is typically found on the high school's website under the guidance/counseling section. Please reach out to the front office or guidance office of your high school for more information.

AP Scores from College Board: If you took AP courses in high school, you likely submitted your scores when you enrolled at your community college. However, you will need to re-submit them to your four-year institution. For directions on sending your scores, please click on the following link: <u>Sending AP Scores – AP Students | College Board</u>

Official Community College Transcript: Each community college has a different process for requesting/sending transcripts. Please see the chart on the next page to find out how your college handles the process.

Institution	E-Transcript	Paper Copies	Link
DSCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$2.50-\$3.50	Six free copies per student per semester; must request a transcript by filling out the Transcript Request form	https://www.dscc.edu/transcript-r equest
JSCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$2.50-\$3.50	Free, must request a transcript by filling out the Transcript Request form	https://www.jscc.edu/about-jacks on-state/student-services/record s/
SWTCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$3.50	Can order through MySouthwest portal; not sure if it is free	https://www.southwest.tn.edu/ad missions/transcripts.php
ColCC	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Submit a Transcript Request form by email or order online through myChargerNet.	https://www.columbiastate.edu/tr anscript-request/
vscc	Free through Clearinghouse if sent to TBR schools. Otherwise, it is \$2.90-\$3.90.	Free, must be requested in person	https://www.volstate.edu/records
NSCC	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.90 for the first copy and \$1.00 for any additional.	Free, must be requested in person	https://www.nscc.edu/current-students/records-office/request-a-transcript
MSCC	Free through Clearinghouse if sent to other TN school. Otherwise, it is \$2.50-\$3.50	\$2.50-\$3.50 through Clearinghouse	https://www.motlow.edu/academics/transfer/transcripts.html
PSCC	Free through Clearinghouse if sent to TBR schools. Otherwise, it is \$2.50-\$3.50.	Free, pick-up or mailed	https://web2.pstcc.edu/sa/forms/ admissions/transcript_request.p hp?attend=after&submit=Submit
cscc	Free through Clearinghouse if sent to partnering schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Does not do paper copies	https://www.chattanoogastate.ed u/student-support/information/tra nscript-request
CISCC	Free through Clearinghouse if sent to other TBR school. Otherwise, it is \$3.50	Likely free, instructions for paper copies not on website	http://clevelandstatecc.edu/about /general-info/transcripts/index.ht ml
NESCC	Free through Clearinghouse if sent to TN schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Request through MyNortheast / Banner. Will be mailed. 3 days processing time	https://www.northeaststate.edu/resources/Transcripts.html
wscc	Free through Clearinghouse if sent to TN schools. Otherwise, it is \$3.50 for the first copy and \$1.00 for any additional.	Free, must fill out form in person.	https://www.ws.edu/student-se rvices/records/transcripts/
RSCC	Free through Clearinghouse if sent to other TN school. Otherwise, it is \$3.50	Complete and return a Release of Transcript Form	https://www.roanestate.edu/?892 1-Transcript-Request