

## **MCLA's Official Transcript Policy and Request Procedures**

- MCLA policy prohibits faxing transcripts.
- Please allow 3-5 days processing or up to 3 weeks during peak processing time.
- Transcripts are mailed first class postage only.
- Transcripts include all academic history.
- Transcripts are signed and stamped with the college's official seal.
- Transcripts are mailed in individual envelopes stamped as official.
- Processing fee \$5 per copy.
- Transcripts will **NOT** be processed, if there are outstanding obligations to the college or holds on student records.

### **Transcript Request Options**

#### **Current Students and/or Students who have attended after 1989**

1. Go to Banner Self-Service at [www.mcla.edu/registrar](http://www.mcla.edu/registrar), then Self-Service Banner under the Quick Links Section. Transcripts can be ordered and paid with a credit card electronically.

**OR**

2. A printable transcript request form is available at [www.mcla.edu/registrar](http://www.mcla.edu/registrar). After, it can be faxed to MCLA Registrar's Office at (413) 662-5095 or mailed to the address below. Credit card payments can be made electronically at [www.mcla.edu/studentaccounts](http://www.mcla.edu/studentaccounts).

**OR**

3. Mail check payable to MCLA along with the printable request form at [www.mcla.edu/registrar](http://www.mcla.edu/registrar) to:

MCLA  
Registrar's Office  
375 Church Street  
North Adams MA 01247

#### **Students who attended any semester prior to 1989**

1. A printable transcript request form is available at [www.mcla.edu/registrar](http://www.mcla.edu/registrar). After, it can be faxed to MCLA Registrar's Office at (413) 662-5095 or mailed to the address below. Credit card payments can be made electronically at [www.mcla.edu/studentaccounts](http://www.mcla.edu/studentaccounts).

**OR**

2. Mail check payable to MCLA along with the printable request form at [www.mcla.edu/registrar](http://www.mcla.edu/registrar), to:

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**Unofficial transcripts** can be viewed / printed by all students who attended after 1989 through Banner Self Service.

Transcript request forms and cash payments can be made in person at the Registrar's Office M-F from 8:30am-4:45pm.

**Please call The Registrar's Office for questions regarding transcripts at (413) 662-5216.**