

# Student Transcript Policy

The transcript policy of Wallace Community College Selma includes the following:

1. In compliance with the Family Education Rights and Privacy Act, Wallace Community College Selma does not release transcripts of students' work except upon their written request.
2. Official transcripts are sent to institutions, companies, agencies, etc., on the student's written request.
3. Official transcripts will not be issued to the individual student; however, the student may request an unofficial transcript from the Office of Student Services or print an unofficial copy from the WCCS website. An unofficial transcript does not bear the college seal.
4. Transcript requests are processed as they are received. However, they should be made at least two weeks before the need.
5. Wallace Community College has retained Credentials, Inc. to accept online transcript orders. Each student will receive one (1) complimentary transcript. After the complimentary transcript, there will be a \$5 charge.  
Please include your name, dates of attendance, social security number, and the address to which the transcript is to be sent.  
**NOTE:** (Students with name changes should include all former names.)
6. The Office of Student Services does not issue or reproduce transcripts from other institutions. Requests for transcripts of coursework completed at another institution must be directed to the institution concerned.
7. Transcript requests may be denied for students with a financial obligation to the college.