

TRANSCRIPTS

An official transcript is a sealed or verifiable PDF document that reflects a student's academic record. Students may order official electronic transcripts or obtain official transcripts in sealed envelopes. The first two transcripts ever requested from Sierra College are free of charge, excluding in-person, on-demand transcripts. The applicable processing fees listed below are charged for subsequent official transcripts.

Students may request official academic transcripts through the following methods:

- Online through mySierra (<https://sso.sierracollege.edu/cas/login?service=https%3A%2F%2Fmysierra.sierracollege.edu%2Fportal%2Flogin>) or online through TranscriptsPlus (<https://www.credentials-inc.com/tplus/?ALUMTRO001290>). PDF transcripts sent through electronic delivery are usually processed within the same day at a cost of \$5.00-\$6.00 per transcript. Standard mail service requires five to seven business days to process upon receipt of a signed authorization form and may be ordered at a cost of \$7.00 per transcript. Domestic and international Federal Express service is available at a cost of \$20.00-\$43.00 per transcript.
- In-person, on-demand transcripts are available immediately at the Rocklin campus Admissions and Records office at a cost of \$20.00 per transcript.
- Mail-in transcript requests are processed for a fee of \$5.00 per transcript.

Processing times do not include U.S. Postal Service mailing time. Transcripts are not released until all holds have been cleared for outstanding obligations to the College. For more information on ordering official transcripts (<http://help.sierracollege.edu/customer/portal/articles/2456798-ordering-transcripts>), please visit the website or contact a campus Admissions and Records office, (916) 660-7340 or (530) 274-5302.

Unofficial transcripts are available through mySierra for students who have attended within the last year or are currently enrolled at Sierra College. Students who attended more than a year ago cannot order unofficial transcripts online; however, unofficial transcripts are available free of charge at an Admissions and Records office.