

TRANSCRIPTS

An official transcript is a sealed or verifiable PDF document of your academic record at Sierra College. Students may order an official electronic transcript or a sealed official transcript. A PDF transcript is considered official for the recipient only. When re-sent, PDF transcripts become unofficial.

Official academic transcripts may be requested through the following methods:

- Current Sierra College students and students who attended within the past year may order transcripts online through mySierra (<https://sso.sierracollege.edu/cas/login?service=https%3A%2F%2Fmysierra.sierracollege.edu%2Fc%2Fportal%2Flogin>). This is the fastest way to order online, as a signature authorization is not required.
- Students who attended Sierra College over a year ago may order transcripts online through TranscriptsPlus (<https://www.credentials-inc.com/tplus/?ALUMTRO001290>). An authorization form may be required.
- Students may request on-demand transcripts (<http://help.sierracollege.edu/customer/en/portal/articles/2771217-ordering-official-transcripts-in-person-on-demand>) in person at the Rocklin campus Admissions and Records office. The transcripts are available immediately.

The first two official transcripts ever requested from Sierra College are free of charge, excluding on-demand transcripts. The processing and transcript charges are as follows:

- Electronic transcript delivery service to another college or university within the network at a cost of \$5.00 per transcript;
- PDF delivery service at a cost of \$6.00 per transcript;
- Standard mail service at a cost of \$7.00 per transcript;
- Rush processing - pick up (photo identification required) at a cost of \$15 per transcript;
- On-demand, in-person delivery at a cost of \$20.00 per transcript;
- Domestic and international Federal Express delivery at a cost of \$23.00 - \$43.00 per transcript.

Allow 5–7 business days for processing regular orders and up to 14 days for orders with attachments or IGETC/GE Certifications. (<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=74027>) For quicker processing, visit the Rocklin campus Admissions and Records Office for on-demand orders.

Processing times do not include U.S. Postal Service mailing time. For more information on ordering official transcripts (<https://solutions.sierracollege.edu/TDClient/1795/Portal/KB/ArticleDet?ID=74016>), 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.