



# Spartanburg Community College

Unofficial Transcript Release Form Request

**You must resolve any outstanding balance owed to the college or clear up any restrictions on your account before your transcript can be issued. If your transcript is denied due to financial obligations, it is your responsibility to submit a new request when your account is settled.**

Name: \_\_\_\_\_  
Last First Middle Maiden Other Names Used

Current Address: \_\_\_\_\_  
Street City State Zip

ID / SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Program: \_\_\_\_\_

Date First Enrolled: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

Are you enrolled this term? YES / NO If not, date last enrolled: \_\_\_\_\_

**Transcripts (1962 through 1982) will not be processed same day.**

These require research and additional preparation. They will be processed within **3-5 business days**.

**Unofficial transcripts are for student use or advising purposes only.**

Unofficial transcripts are available through Student Self-Service for currently or recently enrolled students. Login to MySCC Portal page. Select Student Self-Service under Colleague Applications. Next, click Academics (graduation cap on the left hand side of the page), and click on the Unofficial transcript tab. Click the link to download your unofficial transcript.

Choose one of the following options for getting transcripts: Pick-Up / Fax

Pick-Up Date: \_\_\_\_\_ Fax #: \_\_\_\_\_

I hereby give my permission for the Registrar's Office at Spartanburg Community College to release a copy of my unofficial transcript to the fax number listed above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Spartanburg Community College  
ATTN: Office of Student Records  
131 Community College Drive  
Spartanburg, South Carolina 29305