

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Transcripts

Number: 4.019.01

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Department of
Responsibility: Student Records

Authorization:

President

Date Approved: March 25, 2003

Last Revised: November 15, 2016

Last Reviewed: February 11, 2020

Individuals may request a transcript through the online request site. In order to receive a transcript, the individual must complete the online request.

Individuals are required to pay applicable transcript fees at the time of the online request. A fee is assessed for each transcript issued and will vary depending on the delivery method. Transcript requests will be processed within 7 working days of receipt of the online transcript request and full payment of applicable charges.

All debts owed to the College must be paid in full before a student transcript is released from Orangeburg-Calhoun Technical College. If an online request is made and a debt is owed to the college, the requestor will be notified and the request will be placed on hold for 30 days. If the balance is not paid within 30 days, the order will be cancelled and another request will have to be submitted. No fees are charged for cancelled orders. If all debts to the College are paid within the 30 day period, the requestor must notify Records at studentrecords@octech.edu to have the hold removed and the request fulfilled. Transcript requests will be processed within 7 working days of receipt of notification of debts paid, verification of payment and another complete request if needed.