



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Transcripts  
**Procedure Number:** 07-2003-0017  
**Board Policy Reference:** I.B.

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**Accountable Administrator:** Vice President Student Affairs  
**Position responsible for updating:** Registrar  
**Original Date:** August 2003  
**Date Approved by Cabinet:** 11-08-11  
**Authorizing Signature:** *signed original in file*  
**Dated:** 11-09-11  
**Date Posted on Web:** 11-09-11  
**Revised:** 03-12  
**Reviewed:** 09-11

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### **Purpose/Principle/Definitions:**

Blue Mountain Community College will accept and issue official transcripts under the following conditions.

### **Guidelines:**

#### Receiving Transcripts from Another Institution:

Blue Mountain Community College will consider transcripts received from institutions as official only if they are: a) in a sealed envelope from the granting institution; b) received by electronic transmission (EDI) from the granting institution; or c) retrieved by fax from the issuing institution according to approved AACRAO guideline. To determine a student's eligibility for graduation, BMCC must have on file official transcripts from all other regionally accredited colleges and universities that the student wishes to have credits applied towards his/her BMCC certificate or degree. Unless received by EDI or from a secure website, official transcripts must include, where appropriate, original signature and/or seals.

#### Producing Transcripts for Another Institution:

BMCC paper transcripts will be considered official only under the following conditions:

- **For coursework taken after 1982:** when issued on security transcript paper with the Registrar's signature.
- **For coursework taken during or prior to 1982:** when the copy of the hardcard transcript includes the Registrar's signature, the date, and the school seal.

All official transcripts must be placed in a sealed envelope stamped "Official Transcript Enclosed – Unofficial if Seal is Broken." BMCC also transmits, via EDI, official grade transcripts to other colleges and universities that have agreed to receive transcripts by that method with the college.

Transcript Requests:

BMCC will charge a fee for all official transcripts regardless of the format used in generating the official transcript. This fee will be determined by the Registrar in consultation with the Integrated Resources Planning Committee.

**Special Forms:**

Transcript Request form



**INSTRUCTIONS**

Please complete, sign and return form, along with payment to any BMCC location.

**By Mail:** Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801

**By Fax:** (541) 278-5871

**By Email:** [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

**Note:**

- Official transcripts will not be released until all financial obligations to the college have been paid in full.
- Transcript requests are processed on Tuesdays and Thursdays and must be received by 5 pm the day prior. Requests received on Fridays will be mailed on Tuesdays unless "Rush" is requested (see fee option below).
- Requests will not be processed for students with multiple accounts until accounts have been merged.

**PERSONAL INFORMATION**

BMCC ID \_\_\_\_\_ - \_\_\_\_\_ OR SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Other Last Names Used: \_\_\_\_\_ Email Address \_\_\_\_\_@\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Year/s of Attendance: \_\_\_\_\_ Prior to 1982 \_\_\_\_\_ 1982 or after

**MAILING OPTION**

- \_\_\_ Mail
- \_\_\_ Hold for Pick Up on \_\_\_\_/\_\_\_\_/20\_\_\_\_
- \_\_\_ Mail after current term grades are posted
- \_\_\_ Mail after degree is posted

**FEES: SELECT OPTION**

- \_\_\_ Standard Mailing: \$5 per transcript
- \_\_\_ Rush Fee: \$25 per location (incl. \$5 transcript fee. Note: If more than 1 official transcript then additional \$5.00 per official transcript to same location)
  - In Person: same day
  - Overnight Mail: Request Received by Noon
- \_\_\_ Mail Outside of U.S.: \$30 per occurrence- (incl. \$5 transcript fee)
- \_\_\_ Mail Outside of U.S. - RUSH: \$50 per occurrence- (incl. \$5

**PAYMENT METHOD**

- \_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_
- \_\_\_ Type of Credit Card: \_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_
- \_\_\_ Credit Card # \_\_\_\_\_
- \_\_\_ Credit Card Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE**

Number of transcripts paid for: \_\_\_\_\_ Processed by: \_\_\_\_\_

**SEND TRANSCRIPTS TO**

Please do NOT use abbreviations. **IF RUSH – CANNOT SEND TO A PO BOX. MUST USE PHYSICAL ADDRESS.**

1. Person/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Person/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Person/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Person/Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

**STUDENT SIGNATURE - REQUIRED**

Please process my request as indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

