

# Transcripts

Past students may print their own unofficial transcript using the student portal or pay a transcript fee for each official transcript. A signed request is required using the transcript request form available in the academic services office or online at [ccb.edu/academics/transcript-request](http://ccb.edu/academics/transcript-request).

Any remaining balance on the student's account must be paid before an official transcript will be released. Current students who have paid the **student fee** may request up to 3 free official transcripts per semester.

Students need to allow 7–10 days for a transcript to be processed. Transcripts for a third party must remain sealed to be considered official.

## ***Policy on Name Change***

A student's name can be changed during enrollment if legal documentation is provided to verify the change. If a student is no longer enrolled, the student's name will remain the same in the records as it was when they were last enrolled.

If legal documentation of a name change accompanies a transcript request, the Registrar may provide a "Transcript Addendum" to provide confirmation of the student's identity.