

## Transcript Policy

### Ordering Transcripts:

Bethany College requires a letter of request with the following information or the downloaded form from the student in order to process a transcript request. In the letter of request send the following information:

- Name
- Student's Current Address
- Social Security Number or Student ID number (confirms the student)
- Where to send it, including the address
- Number of Copies Needed
- Last Year of Attendance
- Signature (authorizes release of transcript)
- Payment

Official copies are \$5 a copy. Rush orders are \$10 for the first copy and \$5 for any subsequent copy. Unofficial copies are free. Normal processing is 5 to 7 days, with Rush and unofficial copies processed in 1 to 2 days. Please note that processing time does not include holidays or weekends.

Transcripts can be paid for with Visa/MasterCard, Check, or Cash.

Send your request to:

Office of Registrar  
Bethany College  
800 Bethany Dr.  
Scotts Valley, CA 95066

Fax your request to: (831) 439-9983

For students attending Bethany since 1994 (with no student account hold), unofficial transcripts are available online. Please go to the Bethany website: [www.bethany.edu/registrar](http://www.bethany.edu/registrar) and click "View Records Online" in the lower right hand corner. Then go to Transcript. You will be asked for your student ID, then password. If you attended Bethany prior to the introduction of 6-digit ID numbers, your ID is your Social Security number. Your password for initial login is your 8-digit birth date (MMDDYYYY), and you are prompted to change it as you enter the system. If your attempt at online access is unsuccessful, please feel free to contact the Office of Registrar for assistance.

### Additional Information:

- *Requests must be sent by fax, mail, or hand delivered. We do not accept e-mail requests.*

## **Release of Diplomas and Transcripts**

Release of diplomas and official academic transcripts requires *fulfillment of financial obligations*.

For students not presently attending, this means:

- Current status on Perkins loan payment, and
- Payment for all financial obligations to the College.

For currently attending students, release requires:

- No carryover balance from prior semester(s), and
- Balance paid in full or current status on the FACTS payment plan, and
- If on a payment plan, payments are part of a standard FACTS plan, concluding near the end of the semester

Unofficial transcripts are available through the Registrar's office and are online for students attending Bethany College since 1994 at [www.bethany.edu/registrar](http://www.bethany.edu/registrar). Holds placed by Student Accounts must be cleared prior to release of unofficial transcripts.