



**SOUTHWESTERN COMMUNITY COLLEGE**  
 1501 W. TOWNLINE ST.  
 CRESTON, IOWA 50801  
 800-247-4023 OR 641-782-7081  
 FAX 641-782-3312

( ) I am currently enrolled here. If not current student, give data of last attendance:

Term \_\_\_\_\_  
 Year \_\_\_\_\_

**Academic Transcript Request**

Social Security No.	Phone No.
Your Name	Date of Birth
Street Address	
City/State/Zip	
Maiden or Previous Name(s)	

( ) # of copies ( ) will pick up ( ) mail to address below:

[Please print exact name and address to which transcript is to be sent.]

Send Record to
Street Address
City/State/Zip

Check the appropriate box(es):

- ( ) Mail now.
- ( ) Hold for current grades.
- ( ) Hold for degree/diploma.
- ( ) Hold for grade change.

**POLICIES**

1. A transcript will be issued ONLY on written request.
2. Transcripts are not issued until all accounts with the college are paid, including transcript fee.
3. Only SWCC transcripts are issued. Transcripts from other colleges are NOT included, although the transfer credits accepted by Southwestern are listed.
4. Transcripts issued or mailed to students are stamped accordingly and are not usually considered to be official by other schools or agencies.

**FOR OFFICE USE ONLY**

Date Mailed \_\_\_\_\_  
 Amount Due \$ \_\_\_\_\_  
 Amount Received \$ \_\_\_\_\_  
 Date Billed \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date of Request**

**NOTE:** Your first two requests for transcripts are free. They are \$5.00 per copy thereafter. Ordinarily transcripts will be issued within one week; please allow two weeks when the request is made at the end of the term.