

# TRANSCRIPTS

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All students have the ability to request an official transcript from the 'Request Transcript' link on the Blackhawk website. The College has retained a third-party vendor, Parchment, to process all official transcript requests. There is a per transcript charge, with additional charges for same-day service. Details are available during the transcript ordering process. Students with registration or account "holds" will not be able to obtain official transcripts until the hold is resolved.

Unofficial transcripts can be accessed by active students (students who have been rolled in the last 365 days) via the MyBTC portal. Non-active (prior) student requests for unofficial transcripts can be made from the 'Request Transcript' link on the Blackhawk website. There is no charge for unofficial transcripts.