



SHELTON STATE

COMMUNITY COLLEGE

Requesting a Transcript

Fees:

There is no charge. However, any outstanding balances must be paid before Shelton State Community College will issue official transcripts.

Requests in myShelton:

Students enrolled at Shelton State since 1989 should be able to request an official transcript online through [myShelton](#). Follow instructions in your student account to request official transcripts.

Requests by mail:

Requests may be submitted by completing the [Transcript Release Form](#). The form can be printed from our website by clicking [Transcript Release Form](#).

Please mail the [Transcript Release Form](#) to:

Shelton State Community College
Office of Enrollment Services
Box 190
9500 Old Greensboro Road
Tuscaloosa, AL 35405

Requests by FAX:

Please fax your [Transcript Release Form](#) to 205.391.3910.

Request by Telephone and Email are not accepted.

Official Transcripts

Official transcripts are traditionally mailed directly to the receiving party. Official transcripts in a sealed envelope may be picked-up by the student in Enrollment Services on the Martin Campus. The student must produce a photo ID to obtain the transcript. These transcripts will be stamped "Issued to Student." It will be up to the receiving institution to accept the transcript as an official transcript.

Unofficial Transcripts (copies for students)

Unofficial transcripts should be printed from the student's [myShelton](#) account.

Additional information

Transcripts are issued within 48 hours upon receipt of request except during registration, drop/add, and on weekends or holidays. A delay may be experienced during these times.

Students must show a photo ID when picking up transcripts. All financial obligations to Shelton State Community College must be cleared before transcripts can be released. Transcripts may not be picked up by another party unless the student has given written authorization at the time of the request. The designated person will be expected to show a photo ID before obtaining the transcript. Transcript requests are to be signed by the individual whose name is on the transcript. For additional questions regarding your transcript, call 205.391.2390.

Transcripts will not be released to students with financial obligation to Shelton State or an incomplete admission file.