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 within myShelton. Follow the instructions within 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
Admissions and Records Office 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 picture ID in order 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 weekends or holidays. During these times the student might experience a delay.

Students must show picture I.D. 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 picture I.D. before obtaining the transcript. Transcript requests are to be signed by the individual whose name is on the transcript. If you have any questions about your transcript, please call 205-391-2390.

*If you have a financial obligation to Shelton State or if your admissions file is incomplete, your transcript will not be released.*