



## MCLA's Official Transcript Policy and Request Procedures

- MCLA policy prohibits faxing transcripts.
- Please allow 3-5 days processing or up to 3 weeks during peak processing time.
- Transcripts are mailed first class postage only.
- Transcripts include all academic history.
- Transcripts are signed and stamped with the college's official seal.
- Transcripts are mailed in individual envelopes stamped as official.
- Processing fee \$5 per copy.
- Transcripts will not be processed, if there are outstanding obligations to the college or holds on student records. For example: Bursar Holds

### Transcript Request Options

#### Current Students and/or Students who have attended after 1989

1. Go to Banner Self-Service at <http://campus.mcla.edu>, then Self-Service Banner. Transcripts can be ordered and paid with a credit card electronically. Students will need their student ID number (A#) and pin number. Initial pin numbers must be changed at the first log in.  
OR
2. A printable transcript request form is available at <http://campus.mcla.edu>, under Registrar and Forms. After, it can be faxed to MCLA Registrar's Office at (413) 662-5095 or mailed to the address below. Credit card payments can be made electronically at <http://www.mcla.edu/bursar>. Students will need their student ID number (A#).  
OR
3. Mail check payable to MCLA along with the printable request form at <http://campus.mcla.edu>, under Registrar and Forms to:  
MCLA  
Registrar's Office  
375 Church Street  
North Adams MA 01247

#### Students who attended any semester prior to 1989

1. A printable transcript request form is available at <http://campus.mcla.edu>, under Registrar and Forms. After, it can be faxed to MCLA Registrar's Office at (413) 662-5095 or mailed to the address below. Credit card payments can be made electronically at <http://www.mcla.edu/bursar>. Students will need their student ID number (A#).  
OR
2. Mail check payable to MCLA along with the printable request form at <http://campus.mcla.edu>, under Registrar and then Forms to:  
MCLA  
Registrar's Office  
375 Church Street  
North Adams MA 01247

Unofficial transcripts can be viewed and/or printed by all students who attended after 1989 through Banner Self-Service <http://campus.mcla.edu>, and then click on Self-Service Banner. Students will need their student ID number (A#) and pin number. Initial pin numbers must be changed at the first log in.

***Transcript request forms and cash payments can be made in person at the Registrar's Office M-F from 8:30am-4:45pm. Please call The Registrar's Office for student ID number (A#), or questions regarding transcripts at (413) 662-5211.***