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.

Transcript Request Options

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

1. Go to Banner Self-Service at www.mcla.edu/registrar, then Self-Service Banner under the Quick Links Section. Transcripts can be ordered and paid with a credit card electronically.

**OR**

2. A printable transcript request form is available at www.mcla.edu/registrar. 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 www.mcla.edu/studentaccounts.

**OR**

3. Mail check payable to MCLA along with the printable request form at www.mcla.edu/registrar 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 www.mcla.edu/registrar. 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 www.mcla.edu/studentaccounts.

**OR**

2. Mail check payable to MCLA along with the printable request form at www.mcla.edu/registrar, to:

   MCLA
   Registrar’s Office
   375 Church Street
   North Adams MA 01247

**Unofficial transcripts** can be viewed / printed by all students who attended after 1989 through Banner Self Service.

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 questions regarding transcripts at (413) 662-5216.