



Registrar's Office

FAST SELF-SERVICE RECOMMENDED WAYS TO OBTAIN TRANSCRIPTS:
Current and Recently-Attended students: Use your NetID and password to your myCommNet.edu account. Navigate to *Banner Self-Service, Student Records* and click on the *Request an Official eTranscript* link or *Request Official Paper Transcripts*.
Former Students: If you have been away from ACC for more than two years, you can use this link to request an **eTranscript** without a NetID: asnuntuck.edu/etranscript. Please ensure that your last name, first name, date of birth and last four digits of your SSN are entered correctly so that your request can be processed in a timely manner.

If you cannot submit an electronic request, please follow the instructions below. Allow 7-10 business days for the processing. Email Completed Form to: AS-Registrar@Asnuntuck.edu.

Student Official Transcript Request Please Type or Print Legibly

STUDENT ID# or LAST FOUR DIGITS of SS#: _____

Last year in attendance: _____ Number of transcripts being requested: _____

IDEAL TRANSMISSION METHOD: Electronic Submission Mailed Paper Copy

TIMING to MAIL TRANSCRIPTS:

As soon as possible After grades for current term post After grade change is recorded for _____
Course Subj. & Number

PURPOSE TRANSCRIPT IS NEEDED:

Transfer to other college Employment Personal Certification/Licensure Other: _____

STUDENT NAME, ADDRESS AND PHONE:

LAST NAME: _____ FIRST NAME: _____ MIDDLE/MAIDEN: _____

PREVIOUS NAME(S): _____

ADDRESS, CITY, ST, ZIP _____

EMAIL: _____ PHONE: _____

SEND TRANSCRIPTS TO: _____

ATTENTION: _____ EMAIL: _____

STREET: _____

CITY/STATE/ZIP: _____ PHONE: _____

Student Signature (required) _____ Date ____/____/____

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College 170 Elm Street, Enfield, CT 06082.
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