

How to Request a Transcript

You will need to request a transcript from the WTC registrar's office.

This can be done online and there is no fee.

Here is the process:

- Go to <http://www.wtc.edu>
- Click on **STUDENTS** at the top
- Then, **APPLICATIONS/FORMS**
- Next screen, choose **TRANSCRIPT REQUEST (ONLINE)**

Fill out appropriate information.

Have the address of where you want the transcript sent so you can fill it in at the bottom of the form.

Be careful to mark the appropriate boxes.

If you mark current student and hold for current semester grades, your transcript will be sent at the end of the semester in progress.

For additional questions, contact the registrar's office at transcript@wtc.edu or call 325-574-7937