The University of Arizona Global Campus Transcripts FAQ

**Purpose:** The following document will help students answer questions about transcripts. Please feel free to contact Student Records at student.records@uagc.edu if you have further questions.

**Q: When do I receive my transcript?**
A: Your degree will be conferred and your transcripts will be released once you have met all degree requirements including, but not limited to: credits earned, GPA, examinations, student teaching, internships, petition to graduate submitted, and balances paid in full. Transcripts are generally sent via email within 3 weeks of completion of all program requirements and payment of all related tuition and fees. Transcripts will not be released until your account balance is paid in full, including all acquired balances and the Graduation Fee.

**Q: Will the transcript that is sent to me be official or unofficial?**
A: The transcript that is sent to you when you finish your degree will be an official transcript intended for student use only. It comes as a link in an email and will be unofficial if forwarded, saved, printed, or altered in any way.

**Q: How many copies of my transcripts will I receive?**
A: You will receive one (1) electronic copy of your official transcript. If you need or want additional electronic or paper copies of your transcript for employment, schooling, or other purposes, you can order them from our website.

**Q: How do I order additional copies of my transcript?**
A: You can order additional copies of your transcript from our website: https://www.uagc.edu/transcript-request

**Q: Is the Dean’s List included on the transcript?**
A: No, your Dean’s List inclusion is not noted in your official transcript. The Dean’s List is a personal accomplishment that is shown at the following link: https://www.uagc.edu/student-experience/deans-list. A congratulatory email is sent to you on your success for making the Dean’s List in the Spring or Fall term.

**Q: What will be printed on my transcript?**
A: Your transcript will include your name, degree level (Associate, Bachelor's, Master's, or Doctoral (Ph.D)) major, any minors/specializations/concentrations (if applicable), all courses applied toward your degree, GPA, any applicable honors, and the date your degree was awarded.

**Q: Was my transcript sent to me already?**
A: Transcripts are processed once a student is placed in Graduate status. A hold on your account may prevent the processing of the transcript. Please email student.records@uagc.edu to inquire.

**Q: I did not receive my transcripts, can you send me another copy?**
A: If it is within 90 days of the date the transcript was sent, it can be resent. Confirm the email address listed in your student portal and email student.records@uagc.edu requesting that the transcript be resent. It can be resent to either email address on your file, but it cannot be sent to any other email address. If more than 90 days have passed, the transcript has expired and you will need to pay to have another copy generated and sent to you. This may be requested on our website: https://www.uagc.edu/transcript-request.

**Q: Can I print an unofficial transcript if I have a hold on my account?**
A: It depends on which hold is on your account. If you have a hold placed by Student Affairs, you will not be able to receive the unofficial transcript until the hold is resolved. If you have a hold on your account that was placed by SAP, you will still have access to print your unofficial transcript.