

## Transcript FAQ

**Purpose:** The following document will help Students answer questions about transcripts. Please feel free to contact Student Records at [transcript.request@uagc.edu](mailto:transcript.request@uagc.edu) if you have further questions.

**Q: How do I order my official transcript?**

**A:** You can order your transcript from our website: <https://www.uagc.edu/transcript-request>

**Q: What will be printed on my transcript?**

**A:** Your transcript will include your name, degree level (**A**ssociates, **B**achelors, **M**asters, or **D**octoral ), major, any minors/specializations/concentrations (if applicable), all courses taken at the University and applicable transfer credits, GPA, any applicable honors, and the date your degree was awarded.

**Q: Is the Dean's List included on the transcript?**

**A:** No, your Dean's List inclusion is not notated 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: If the transcript I ordered was not received?**

**A:** If it is within 90 days of the date the transcript was ordered, it can be resent. Confirm the recipient information and email [transcript.request@uagc.edu](mailto:transcript.request@uagc.edu) requesting that the transcript be resent. If more than 90 days have passed, the transcript has expired, and you will need to pay to have another copy sent. 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:** . If you have a hold placed by Identity Management or certain Student Affairs holds, you will not be able to receive the unofficial transcript until the hold is resolved.