

# Transcript of Record

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Walk-in requests for transcripts should be turned in to Student Accounts in Student Central. Or submitted electronically here (<https://powerforms.docuSign.net/1f2f17a2-2824-4cde-b336-c35640038453/?env=na3&acct=6e0d8713-bab8-4bf3-a269-373ef5a4ca5e&accountId=6e0d8713-bab8-4bf3-a269-373ef5a4ca5e>).

During most of the year, requests for transcripts will be processed within three to five working days after being received by the Registrar's Office. Requests received during the last week of a semester will be held until final grades are processed.

Transcripts are sent only at the written request of the student. The request must include a signature, and can be paid with cash, check, money order, or credit card.

A student's first official transcript is free; any subsequent requests are \$3.00 each. Official transcripts are processed within 3-5 working days of receipt of request, unless the student requests rush processing for an added \$10 fee.

Transcripts/records submitted from other institutions/agencies cannot be released or duplicated, as they remain the property of the institution/agency.

Students attending Great Falls College MSU after 1987 can access an unofficial transcript by clicking "Banner Web/My Info ([https://prodmyinfo.montana.edu/pls/gfagent/twbkwbis.P\\_GenMenu/?name=homepage](https://prodmyinfo.montana.edu/pls/gfagent/twbkwbis.P_GenMenu/?name=homepage))" and logging into the secure area.