Transcripts

The College Registrar maintains a transcript for each student's academic record. This shows courses taken and credits earned by the student while attending OCtech and is updated
accordingly each semester. All transcript requests must be made at our online request site by the student. Student transcripts are processed at least twice per week (except during peak times such as end of term, registration, etc.) upon receipt of an online request and payment for each transcript to be issued. Transcripts may be requested through the College website.

All debts owed to the College must be paid before a student transcript is released from OCtech. If an online request is made and a debt is owed to the college, the transcript request will be placed on hold for 30 days. If the balance is not paid within 30 days, the order will be cancelled and another request will have to be submitted. No fees are charged for cancelled orders. If all debts to the College are paid within the 30 day period, the requestor must notify Records at StudentRecords@octech.edu to have the hold removed and the request fulfilled. Transcript requests will be processed within 7 working days of receipt of notification of debts paid, verification of payment and another completed transcript request if needed.

All debts owed to the College must be paid before a student transcript is released from OCtech. Transcript requests will be processed within 7 working days of receipt of the completed transcript request and full payment of all applicable charges.