

Requesting Official Transcripts



HARTNELL COLLEGE

Log on to www.hartnell.edu

→ Go to Admissions and Records

◆ Click Transcripts

● Click National Student Clearinghouse link

The screenshot shows the Hartnell College website. At the top, there is a navigation bar with social media icons, a search bar, and links for 'A-Z Index', 'Directory', and 'Contact Us'. The main header features the Hartnell College logo and navigation links for 'Enroll Now!', 'About', 'Academics', 'Athletics', and 'Students'. The breadcrumb trail reads 'Home > Gateway for Students > Admissions & Records'. The left sidebar contains a menu for 'Admissions & Records' with options like 'Application for Admission', 'Registration', 'Prerequisites, Corequisites & Advisories', 'Fees and Refunds', 'Transcripts', 'Foreign Transcript Evaluation', 'Evaluation of Records', 'Graduation Deadlines', 'Co-Top FAQ's', 'P.A.W.S. FAQs', 'Admissions and Records Forms', and 'International Student Program'. The main content area is titled 'Transcripts and Grades' and includes a section for 'Official Transcript Requests'. A red arrow points to the text 'Please click on the National Clearinghouse link below to begin your request order.' Below this is a banner for the 'NATIONAL STUDENT CLEARINGHOUSE' with navigation links for 'Enrollment Reporting', 'Verification Services', 'Transcript Services', and 'Research Services'.

Grades and Unofficial Transcripts

Grades and Unofficial transcripts may be obtained by using [PAWS for Students](#). This free service is available for students who attended Hartnell College from 2000 to the present. Transcripts will not be released until all financial obligations to the College are cleared.

Click: Order Transcript(s)

Transcript Ordering Center

NATIONAL STUDENT
CLEARINGHOUSE
Hartnell College

Help 

School Notifications

Welcome to **Hartnell College's** Online Transcript Ordering Service.

We're pleased to announce the availability of a new Transcript Ordering online service.
Transcript Ordering is available for both current and former Hartnell College Students.
This Service allows you to order your official transcripts online at any time.

It's free to register and you can securely order, pay, and track your order online 24/7.

Please Note: Transcripts will NOT be released if you have an outstanding obligation to the institution.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)



Transcript Ordering Center

→ Enter personal information & Student Identification information then click continue

Transcript Ordering Center

PERSONAL STUDENT CLEARINGHOUSE
Hartnell College

Help

0

1 Enter Personal Information

2 Select Transcript and Delivery Details

3 Confirm Order and Checkout

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name _____ Middle Name _____ Last Name _____
(Optional)

Date of Birth _____ Has your name changed since attending school? YES NO
MM/DD/YYYY

Student Identification Information One of the following is required

Hartnell Student ID _____ Confirm Hartnell Student ID _____

OR

Social Security Number _____ Confirm Social Security Number _____
xxx-xx-xxxx xxx-xx-xxxx

Are you currently enrolled? YES NO

CANCEL ORDER CONTINUE



Fill-in Personal Information

→ Complete your contact information and click continue

Transcript Ordering Center

NATIONAL STUDENT CLEARINGHOUSE
Hartnell College

Help

0

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country
United States

Email Confirm Email

Phone Number
xxx-xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

CANCEL ORDER CONTINUE



Add Recipient Information

Transcript Ordering Center

NATIONAL STUDENT CLEARINGHOUSE
Hartnell College

Help   0

1 Enter Personal Information ————— 2 Select Transcript and Delivery Details ————— 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University

Country State/Territory/APO

Enter the school you are sending your transcript to
California State University - Monterey Bay

Department Name
Admissions and Records
(Optional)



Select Transcript and Delivery Details

- Select processing details from drop down menu
- ◆ Current transcript (Select this option to show work in progress)
 - ◆ **After Degree Is Awarded** (Select this if the school is requesting your **final transcript & you are earning a degree**)
 - ◆ After Grade(s) Is Changed
 - ◆ After Grades Are Posted (select this if the school is requesting your **final transcript & you are not earning a degree**)



Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?

- Current transcript
- After Degree Is Awarded
- After Grade(s) Is Changed
- After Grades Are Posted

Complete Delivery Information

→ When asked “How do you want your transcript sent?”

◆ Select “Mail” (this will be the only option available in the drop-down menu)

→ Select number of copies

◆ Read terms and conditions

● Click **continue**

Delivery Information

How do you want your transcript sent?
Mail

How many copies do you want?
1 copy = \$6.00

Enter other required instructions only (optional)

School's Terms and Conditions:
Once your Transcript Request is received in the High School and Records Office, it will be delivered through the regular U.S. Postal Service.

I have read and accept my school's terms and conditions for the transcript. Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + ⓘ

Fee Summary

Transcript Quantity Fee	\$6.00
Online Processing Fee	\$2.25
Total Fee for this Recipient	\$8.25

< PREVIOUS CANCEL ORDER CONTINUE

You must select “Mail” to continue your order

In “Enter other required instructions only,” you may add “Send electronic transcript” and list the recipient email address.

(If our Admissions office is unable to send the electronic transcript, they will still mail an official transcript on your behalf to the recipient address provided in the next screen.)

Provide Delivery Information

- Enter delivery address
- ◆ Click Add to Cart

Provide Delivery Information
Recipient: CALIFORNIA STATE UNIVERSITY - MONTEREY BAY

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient
CALIFORNIA STATE UNIVERSITY - MONTEREY BAY

Attention
ADMISSIONS AND RECORDS
(Optional)

Address 1
100 campus dr
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City
seaside

State/Territory/APO
California

Zip/Postal Code
93955

Country
United States

Phone Number
(XXX) XXX-XXXX (Optional)

< PREVIOUS CANCEL ADD TO CART >



Check Out Page

- If you are requesting a transcript for more than one school you may add additional recipients in this section
- ◆ Click add recipient and repeat the steps in this guide
(If you are only requesting official transcript for one recipient click checkout)

Checkout

Pending Order Details

[ADD RECIPIENT +](#)

[Edit](#) [Remove](#)

Recipient: CALIFORNIA STATE UNIVERSITY - MONTEREY BAY
Attention: ADMISSIONS AND RECORDS
Recipient Address:
100 CAMPUS DR
SEASIDE, CA 93955

Total Fee for this Recipient: \$8.25

Processing Option: Current transcript
Delivery Method: Mail 
Quantity: 1 copy
Transcript Quantity Fee: \$6.00
Online Processing Fee: \$2.25

Total Fee for Order: **\$8.25**

[CANCEL ORDER](#) [CHECKOUT >](#)

Electronic Consent Form

→ Sign consent using the mouse

- ◆ Accept signature
- ◆ Click continue

The screenshot shows a web interface for an Electronic Consent Form. At the top, it says "Electronic Consent Form". Below that, a paragraph explains that the fastest way to submit is electronically and that users can download a signed copy. There is a "Need Help Signing?" link with an information icon. Under "Sign Here", there is a large red rectangular box for the signature. Below that is a "Signature Date:" field. A paragraph of legal text states: "By submitting this signature, I, JESSICA LOPEZ, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink." Below this text are two buttons: "CLEAR SIGNATURE" and "ACCEPT SIGNATURE". A red arrow points from the "ACCEPT SIGNATURE" button down to the "CONTINUE" button in the bottom section. The bottom section is titled "Printable Consent Form" and contains text about downloading a paper copy and mailing it to the National Student Clearinghouse. At the bottom of this section are two buttons: "CANCEL ORDER" and "CONTINUE". A second red arrow points from the "CONTINUE" button in the bottom section up to the "ACCEPT SIGNATURE" button in the top section.

Payment Details

→ Complete payment details and click “Submit Order”

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

   

Cardholder Name _____ Card Number _____ Security Code _____

Expiration Date

Month _____ Year _____

Do you want to use your contact address as your billing address?

Address 1
Street number and name or PO Box _____

Address 2
Building, campus box, floor, apt, suite (Optional) _____

City _____ State/Territory/APO _____

Country _____
United States

Zip/Postal Code _____

Selecting "Submit Order" will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$8.25

