

# Registration

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## Transcripts

A transcript is the official record of a student's academic performance at an institution. The contents of a transcript may not be altered except as set forth in specific University policies.

- **Unofficial** transcripts
  - Beginning with the academic year 1986-1987 are available online at no cost.
  - All academic years are available in person at the Registrar's Office. Photo identification is required, and a fee may be required for any printed unofficial transcript.
- **Official** transcripts
  - Can be requested online or in person with photo identification at the Registrar's Office.
  - A fee is required for an official transcript.
  - Official transcripts are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Parents, spouses, friends, other students, etc., may not pick up a copy of a transcript without written consent from the student and photo identification.
  - In order to receive an official transcript by any means, all financial obligations to the University must be cleared.

### To Order a Transcript Online:

1. Login to your student portal.
2. Navigate to Student > Student Records > Order Official Transcripts
3. Complete the form, and pay the transcript fee online.

Note: If you do not know how to log into your student portal account, or if you attended **prior** to 1986, and would like to order an official transcript online, go to the National Student Clearinghouse Transcript Ordering center (<https://tsorder.studentclearinghouse.org/school/select/>). Select Utah Tech University, complete the form, and pay fee.

### To Order a Transcript in Person at the Registrar's Office:

- Pay required fee at Cashier's Office (cash or check only).
- Present photo identification and receipt at Registrar's Office.