

# Transcript of Record

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Walk-in requests for transcripts should be turned in to Student Accounts in Student Central. If the student requesting a transcript has an unpaid financial obligation to any Montana State University campus, the request will not be processed until the bill has been paid and the student has notified the Registrar's Office of payment.

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. Requests should be addressed to:

Registrar's Office - Transcripts  
Great Falls College Montana State University  
2100 16th Ave S  
Great Falls, MT 59405

The first request for an official transcript will be processed without a fee; thereafter the processing fee for each transcript is \$3.00.

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.