

STUDENT NOTIFICATION FOR UNRECEIVED TRANSCRIPTS

If you are unable to complete the admissions file by acquiring your official transcripts from previous institutions due to financial obligations or other related encumbrances, you must be made aware of and submit the following:

1. Walters State must receive a letter from the previous institutions stating that an official transcript will not be sent. This letter must also include the reason for not submitting the transcript.
2. If possible, an unofficial copy of the student transcript must be received for advising purposes. If the unofficial transcript is unavailable and the student is unable to produce documentation of successful completion of college level English and math, he/she will not be permitted to register for the previously mentioned courses without proper placement assessment.
3. Until the official transcript is received and the admissions file is complete, the student will not be able to:
 - a. Use any of their previously earned credits from institutions in which the official transcript has not been received.
 - b. Be granted any type of degree or certificate by Walters State Community College.
 - c. Have a Walters State transcript sent to any other institution.

I have read and understand the requirements stated above.

Student Signature

Date

Student Name (Printed)

Social Security Number

Institution with Encumbrances

Form must be signed before student is permitted to register.