



DEPARTMENT OF ADMISSIONS AND  
REGISTRATION SERVICES

## 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. 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.
2. 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.
3. This transcript waiver will only be good for two semesters of enrollment. If transcript is still not received after two semesters, the student will not be permitted to continue.
4. The student will not be eligible for ANY institutional, state or federal financial aid (including loans) until all transcripts from ALL post-secondary educational institutions have been received and evaluated by the Admissions Office. This information is required to determine financial eligibility relative to the student's *Satisfactory Academic Progress (SAP)*.

I have read and understand the requirements stated above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
College Attended

**Form must be signed before student is permitted to register.**