Registration

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.