

# Transcripts

## Release of Transcripts

Copies of a student's transcript are available for a fee of \$5.25 per transcript. Transcripts can be ordered [online](#). NMJC uses the National Student Clearinghouse for transcript ordering.

Official transcripts may be withheld from students who have administrative holds on their records until the holds have been released. For information about administrative holds and the status of holds, please call the Registrar's Office. Transcripts furnished from other institutions become the property of New Mexico Junior College.

## Transcript Holds

No official transcript at the college will be released to the student or to any other person or institution until all of the student's outstanding obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to, library fines, tuition and fees, and other charges. All financial arrangements are handled in the Business Office, not the Records Office. Transcripts also may be held for non- financial reasons such as incomplete admission status.