
TRANSCRIPTS

Transcripts

When You Need to order an Official Transcript

An official transcript is your official grade report. It is signed by the Director of Admissions/Registrar. Great Basin College has authorized the National Student Clearinghouse to provide transcript ordering via the web. If you want a copy of your transcript for yourself or to be mailed to another school or a prospective employer, you may order a transcript online by visiting www.gbcnv.edu/academics/gbctranscript. and click on the Clearinghouse transcript ordering page link. Telephone requests will not be accepted. Transcript requests must be placed well in advance of the date needed to ensure adequate time for processing. During peak registration periods in August and January, 10 to 15 working days are required.

Unofficial Transcripts

Unofficial transcripts can be obtained through your MyGBC in the Academics section of your Student Center. If you need assistance contact the Admissions and Records Department at 775.327.2059

Sending Official transcript to GBC

Students who have attended another college or university must submit official transcripts from each institution previously attended. Official transcripts are required to verify prior academic coursework, evaluate transfer credit, determine completion of prerequisites, and ensure accurate academic advising and degree planning. Official transcripts must be ordered through the student's previous institution and sent directly to Great Basin College. Transcripts submitted by the student may not be considered official unless received in a sealed envelope from the issuing institution or through an approved electronic transcript delivery service. Official transcripts should be sent to: Great Basin College Admissions and Records Office 1500 College Parkway Elko, NV 89801