

Transcripts

Last updated 7/3/2013

Black Hawk College has authorized the National Student Clearinghouse to provide transcript ordering via the web. There is a \$6 fee associated with the transcript order. Provide a major credit or debit card when placing your order. Your card will only be charged after your request is complete.

To update your address in our student database, e-mail the change to registrar@bhc.edu from your myBlackHawk e-mail address.

To order an official BHC transcript

- Log in to the [Clearinghouse secure site](#).
- The site will go through placing your order, including delivery options and fees. Order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be e-mailed to you. Track your order online.
- A major credit card or debit card is required. If you don't have a major credit card, you may purchase a prepaid Visa.

When you place your online transcript request remember that all requests will be filled in the order in which they are received the next business day following a closed holiday.