



Continuing Education Record Request Form

Email form to hcctranscript@howardcc.edu or bring in person to Records, Registration and Veterans' Affairs in RCF-234

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|--|---|----------------|
| Today's Date: | Student ID #: | Date of Birth: |
| Signature: | Name (please print): | |
| Phone: _____ (H) _____ (O) | Current Home Address: | |
| Former or maiden name while attending HCC (if applicable): | Dates of Attendance at HCC Term(s) and Year(s): | |

POLICIES & PROCEDURES:

- **Records are available for all courses taken on or after 7/1/03.** For courses taken prior to that, other forms of documentation may be available; please call 443-518-1700.
- There is no charge for records.
- Please submit this form either in person, by email or by mail to the address above. Faxes are not accepted.
- Requests are usually processed in 1-2 working days.

TIME PERIOD AND CONTENTS OF RECORD:

We offer two choices for the courses listed on your record. Please choose one of the following:

- Show all the courses I've taken. -- OR --
 Show just those courses for which CEUs or ANA contact hours were awarded.

(If no selection is indicated, all the noncredit courses you have taken will be listed on the record.)

SPECIAL INSTRUCTIONS FOR PROCESSING (Please check one of the following options):

- Mail record(s) to my current home address.
- DO NOT MAIL my record(s). I will pick up in person at the Records and Registration Office (located in the RCF Building Room 233). **NOTE:** You will need to show a Photo ID in order to pick up your record(s).
- I authorize the release of my record(s) to _____ [NAME] for pickup in the Records and Registration Office. (**NOTE:** That person will need to show a photo ID for verification.)
- I authorize HCC to mail my record(s) to the person/organization listed below.

PLEASE PRINT CLEARLY:

Name _____
 Title _____
 Company _____
 Street Address _____
 City, State, Zip _____