

## FINAL TRANSCRIPTS

- What is a FINAL transcript?
  - Shows your DEGREE EARNED!! NOT considered final without this!!!
  - CA students will need to send a high school transcript to show diploma earned AND a Broward College transcript to the university they will be attending in order for their credits to transfer.

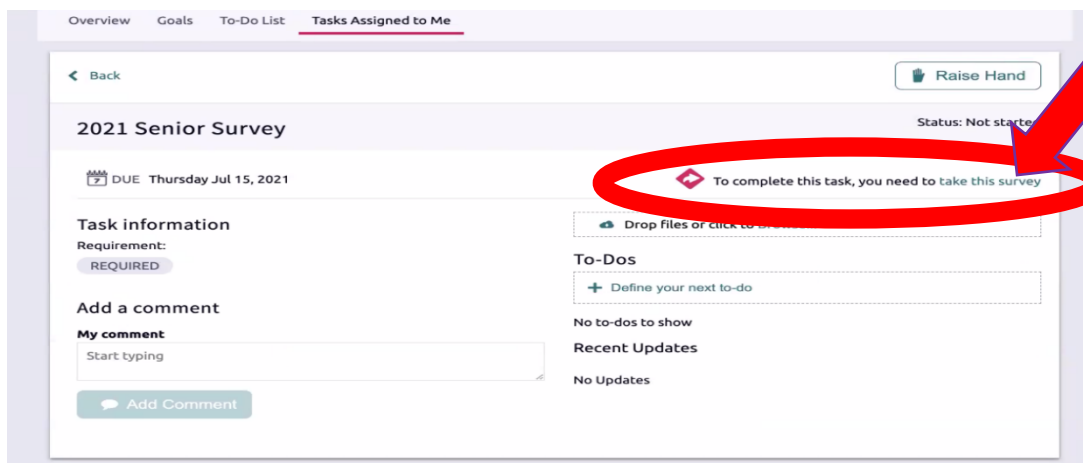
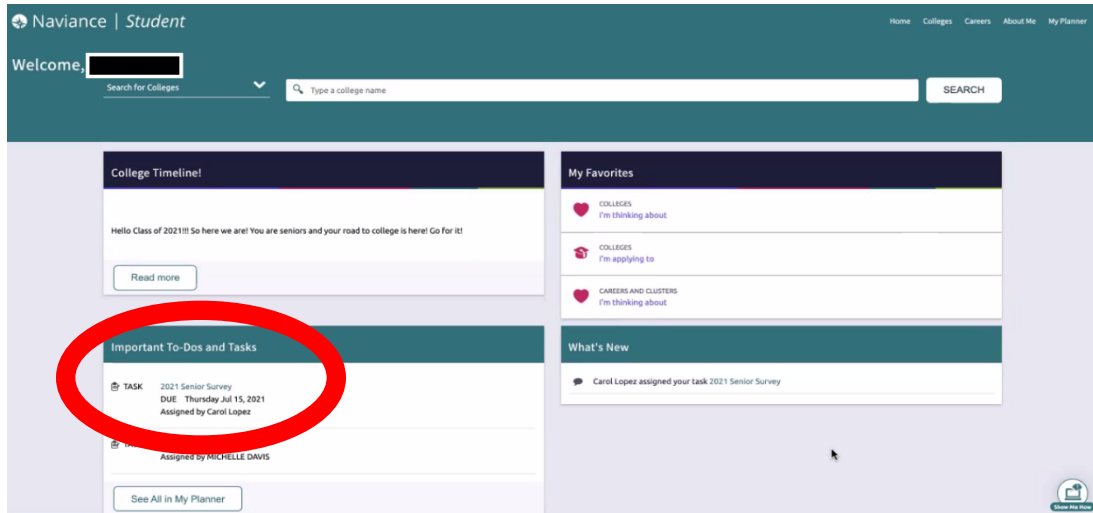
	COLLEGE ACADEMY HIGH SCHOOL FINAL TRANSCRIPT	BROWARD COLLEGE FINAL TRANSCRIPT
Who is responsible for sending?	College Academy on student's behalf	The STUDENT
How is the request made?	<b>Senior Survey:</b> Student indicates the school they will be attending in the Senior Survey (directions on page 2)	<b>MyBC account:</b> Student completes the transcript request process in their MyBC account (directions on page 3)
Where does the transcript get sent?	One (1) to BROWARD COLLEGE (no request needed- we send automatically for everyone!). This will apply the Foreign Language AA requirement and allow for BC to process your AA degree.  ONE (1) to the school you list as "ATTENDING" on your senior survey	Send one copy to the university you will be attending.
When?	Diploma will post on/after <b>June 23<sup>rd</sup></b> , the high school transcript will be sent AFTER this date	Your AA degree will not post on your transcript until <b>AUGUST</b>  We recommend waiting until May 12 <sup>th</sup> to request and select "hold for degree" (directions on page 3)
Other Info:		<i>Bring a copy of your unofficial transcript from MyBC account to university orientation advising appointment so they can properly advise you on which classes you should take when you start</i>

# Senior Survey Directions

The Senior Survey is MANDATORY for all seniors. It MUST be complete or you will not be able to pick up your cap & gown. The survey is how you request your FINAL HIGH SCHOOL transcript for us to send to the school you will be attending. The survey is completed in Naviance.

**DUE: May 5<sup>th</sup>**

How to find the survey in Naviance:



Complete the survey.

- When you list the colleges you applied to: UF transfer admissions → select "conditional acceptance"

## SKIP QUESTION 12 about SCHOLARSHIPS

→ complete this scholarship survey instead to report university and outside organization scholarships:

[https://forms.office.com/Pages/ResponsePage.aspx?id=y7Ws7nBTWEOpagN4PJXUIm60\\_3z22J1Nk7tuRY4GgOdUMkpDQ1ZBVDJFQkhWWExOMDJPS0ZJQ1A3Uy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=y7Ws7nBTWEOpagN4PJXUIm60_3z22J1Nk7tuRY4GgOdUMkpDQ1ZBVDJFQkhWWExOMDJPS0ZJQ1A3Uy4u)

# Requesting Broward College Transcripts

MyBC →

Click on “BC Transcripts” **OR** Records → Transcripts → Institution transcript requests

The screenshot shows the myBC website navigation menu. The 'Records' tab is circled in red. A red arrow points from the 'Records' tab to the 'Transcripts' link in the dropdown menu. Another red arrow points from the 'BC Transcripts' link in the 'Quick Links' section to the 'Transcripts' link in the dropdown menu. A third red arrow points from the 'Institution Transcript Requests' link in the dropdown menu to the right.

Order PDF transcript

The screenshot shows the 'Transcript Ordering Services' page. A red arrow points from the left to the 'Order PDF Transcript(s)' button, which is circled in red. The page includes a notice about transcript processing and a session timeout warning.

Information from Broward College

Transcripts processing for 'Pick Up' from Broward College will be unavailable beginning Friday, 03/13/2020 until further notice.

All campus buildings are CLOSED until further notice.

Transcript orders may be placed during this time. We regret any inconvenience this may cause.

Thank you for your continued support.

Please choose one of the following options:

**Order PDF Transcript(s)**      Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons  
Your session will time out after 60 minutes of no activity

### Fill out personal info

#### Next Page:

- \$5 per copy
- Select “Hold until degree/certificate is posted on transcript” Summer Term
- Primary Reason: undergraduate admissions
- Type of transcript: “credit, non-credit or vocational”

**Please choose a service for this order**

Regular Request (Official Printed or Electronic) - Deliver to Recipient

\$5.00 per copy  
Allow 1-2 business days plus delivery time  
after receipt of signed authorization form

**Tell us when to release your transcript(s)**

Send now including current semester courses (no grades)

Hold for posting of current semester grades for:

Spring Term

Hold until degree/certificate is posted on transcript

Spring Term

**Other information required by Broward College**

Primary Reason for Ordering  \*Required

**Primary reason:**  
“undergraduate admissions”

Wait until this says “SUMMER TERM”. Should update after May 12<sup>th</sup>.

**Please indicate the type of transcript you are ordering**

Credit, Non-Credit and/or Vocational

Educational Professional Institute (EPI)

This transcript must be sent separately from other transcript types.

Student Info → Order Options → Recipient(s) → Summary → Payment

Please choose a type of recipient

• Search our Recipient Table

Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

FLORIDA

Next

Search recipient table for your school → select “undergraduate” and electronic delivery method

Available Recipients for University of Florida		
Address	College/University Type	Delivery Method(s) ?
ADMISSIONS - 201 CRISER HALL UNIVERSITY OF FLORIDA PO BOX 114000 GAINESVILLE FL 32611-4000	Undergraduate	Electronic
LEVIN COLLEGE OF LAW UNIVERSITY OF FLORIDA PO BOX 114000 GAINESVILLE FL 32611-4000	Graduate	PDF Download Paper Hard-copy

[My recipient was not found. I want to enter the address manually](#)

The next few pages will ask you to confirm the information you entered.

You will then continue to payment.