Here are the ways in which you can get a transcript form our campus for the dual credit classes you took.

To obtain a transcript, a student can request it one of three way:

1. Stop by our office
2. Fax a written request to 812-246-9905, attention Registrar
3. Mail a written request to 8204 Hwy 311, Sellersburg, IN 47172, attention Registrar

If the student faxes or mails the request, we need the following information:

1. Name
2. Student ID# or SSN
3. The exact address we need to mail the transcript to
4. Signature
5. A photocopy of a photo id (only if the request is faxed).

Transcripts are $5 per copy. If the request is mailed, the student just needs to include a check; if faxed, he can just call our Business Office (812-246-3301 ext. 4123 or 4249) and pay with a credit card of the phone.

If I can be of any additional assistance, feel free to email or call me 812-246-3301 ext. 4128.

Christopher Goodman
Registrar
Ivy Tech Community College of Indiana - Southern Indiana Phone - (812) 246-3301 ext. 4128 Fax (812) 246-9905