## UVICELL

## Community Engagement & Lifelong Learning

## Request for Copy of Non-Credit Transcript Record

Your **Non-Credit Transcript Record** is a <u>separate document</u> from the Official Transcript of any credit courses you have completed at UVI. If you need a copy of your **Official UVI Transcript**, call the Registrar's Office (340) 693-1166 for instructions. Records are updated for all events and are available for issuance within 15 business days.

Financial obligations (holds) to the University must be cleared before requests can be honored. Hand deliver or mail your request to the address below. Your Record may <u>not</u> be faxed. **PLEASE NOTE:** We cannot produce a Record with incomplete student information. For the integrity and security of your own Record, **ALL FIELDS MUST BE COMPLETED BELOW.** Incomplete requests will be returned to you. Transcript Record fee: \$10.00.

Name			
First	Middle	Last	
Current Address	City	State	Zip
Succi	City	State	Zip
Former/Maiden name (if used at UVI)			
Student ID # (usually your Social Security Number) Date of Birth:/			
Day Phone Number () Email address			
Last attended UVICELL			
Course(s)			
STUDENT'S SIGNATURE Date			
All requests require original signature of the student. <b>REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.</b>			
Request #1 Reque			est #2
		<u> </u>	
Number of Copies	1	Number of Copies:	
Send to:	S	Send to:	
Notes regarding Non-Credit Record			<u>GRADE SYSTEM</u>
<b>Appearance:</b> The Non-Credit Record looks different from the Official (Credit) Transcript. It is Printed on plain white paper, but bears the signature of the Program Manager, UVICELL.			P - Pass F - Fail Inc. – Incomplete
<b>Marks:</b> Some non-credit programs do not evaluate student work; students who participate in these programs are usually assigned a mark of "P" (Pass). These marks <b>do not</b> calculate quality points or			W - Withdrew
programs are usually assigned a mark of 1 (1 ass). These marks do not calculate quality points of			
<b>CEUs/Contact Hours:</b> Contact hours are reflected on the Non-Credit Record, and used to calculate CEU;s using the standard 20:1 radio (10 contact hours = 1 CEU). Your professional agency may use a different ratio.			