



HOW TO ORDER TRANSCRIPTS BY WEB

Please note that the option to order transcripts by the Web/MyMRC is open to:

Credit Students (including upgrading) whose records are from 1986 to present.

Continuing Education & Extension Students.

- Continuing Education whose records are from Fall of 1999 to present.
- Language Institute whose records are from Fall of 2004 to present.

The cost for each transcript is \$10. When requesting transcripts by fax or the web/MyMRC, Visa or MasterCard is required.

1 Visit www.mtroyal.ca

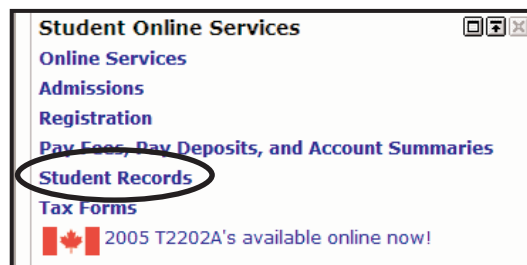
2 Click on [MyMRC](#)
Note: if you haven't activated your account yet and don't know how, please see the [Activating Your MyMRC Account](#) presentation.



3 From the home page you want to click on the "**Student Resources**" tab. This will list all online resources for students.



4 Click on "**Student Records**"



5 Click on "**Request Official Transcripts**"



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6 If you are sending the transcript to your own address select your address from the drop down list.

However, if you are sending the transcript to an external institution use the “**Look Up College Code**” link to choose an institution.

Send Transcript To - select a mailing address

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- **Send To External College Code:** use the Look Up College Code link available on the pick list, click Continue and enter the Institutions name
- **Send To One Of Your Addresses:** select one of your addresses. Click Continue
- **Send To A Company Or Other Recipient:** click continue and enter the recipient's name and address
- **If your address is not current or you have a legal name change,** click Continue

Note: A new order must be completed for each recipient.

Send To External College Code: [Look Up College Code](#)

Send To One Of Your Addresses:

7 Select “**Transcript Type**”, ensure the address information is correct and click “**Continue.**”

8 Enter in the appropriate information and click “**Continue.**”

9 Choose Web Payment Transcript Credit and once you click “**Continue**” you will have to enter in your credit card information. Your transcript will be printed and mailed the following business day.

Your student ID is **NOT** your user ID. If you do not know your user ID, please contact us at:
Credit Students

E-mail: transcriptrequest@mtroyal.ca
Phone: (403) 440-3435

Continuing Education & Extension Students

E-mail: ceregservices@mtroyal.ca
Phone: (403) 440-3833 or toll free 1-877-287-8001

Transcript Request Information

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- If you are currently registered for courses and you wish to have a transcript sent
- If you have applied to graduate and wish to have a transcript sent

All transcripts are sent via Canada Post regular mail service

Number of Copies (Up to 99):

Print Transcript:

Delivery Method:



ORDER TRANSCRIPTS BY FAX, MAIL OR IN PERSON

The cost for each transcript is \$10. When ordering by mail, payment may be made by credit card, cheque or money order payable to Mount Royal College. In person, payment may be made by debit, cash, cheque, money order or credit card.

To place your order by mail or fax, download and complete the transcript order form.

Credit Students

Fax: (403) 440-6740

Continuing Education & Extension Students

Fax: (403) 440-6743

Mount Royal College Mailing Address

Office of the Registrar
4825 Mount Royal Gate SW
Calgary, AB
T3E 6K6

OR

Send a signed letter that includes the following information:

- Your full name (former names, if applicable)
- Student ID number (if known)
- Date of birth
- Dates of attendance at Mount Royal College
- Name and address to which transcripts are to be sent
- Number of transcripts required
- Credit card information (Visa or MasterCard)
- Student signature and date
- Daytime telephone number (and/or e-mail address)
- Indicate when transcripts are to be mailed
 - Send immediately
 - Hold for final grades
 - Hold for graduation notation

Come to Mount Royal College, Lincoln Park Campus, Office of the Registrar, Kerby Hall, Room A101.

Office Hours for Credit Students:

Wickets 1 to 5

8:30 a.m. - 4:30 p.m. Monday to Friday

Summer hours:

8:30 a.m. - 4:00 p.m. (July 1 through August 14)

Office Hours for Continuing Education & Extension Students:

Wicket 9

8:30 a.m. - 7:00 p.m. Monday to Thursday (subject to change)

8:30 a.m. - 4:30 p.m. Friday

Summer hours:

8:30 a.m. - 4:00 p.m. (July 1 through August 14)

Transcripts will not be issued for students who have not fulfilled their financial or other obligations to the College.

For any transcript related questions please e-mail:

Credit students: transcriptrequest@mtroyal.ca

Continuing Education & Extension students: ceregservices@mtroyal.ca