

# Transcripts

A transcript is an official document that shows which classes you took at the University. It also shows all courses attempted and Leighton University, including those withdrawn from and those repeated. The transcript also includes a summary of all transfer credits accepted by the University. The Registrar's Office maintains a single, cumulative transcript of classes completed at the University and issues copies upon the student's signed request. Students who have completed at least one Term at Leighton University has access to Unofficial transcripts through My.Leighton (Populi). Transcripts may be obtained for personal use or forwarded to another party. To learn more about policies that guide the issuance of a transcript, go to <https://leighton-edu.us/requesting-a-transcript/>.

*Do I have to provide my Social Security Number?*

Disclosure of your social security number is not required to order a transcript. This is particularly true for students who were initially enrolled under their SSN. If you choose not to provide an SSN, your request's processing may be delayed, making it challenging to ensure that your record is complete.

You have the option of not having your SSN printed on your transcript. However, it may make it difficult for receiving institutions to match your records, or they may not accept transcripts without a printed SSN. If you choose not to supply your SSN, the University is not responsible for any problems that may arise.

*How do I get my transcript?*

You may obtain a transcript in any one of the following ways:

- Go to the Registrar's Office, located at 107 East Stateline Road, Southaven, MS 38671 between the hours of 8 a.m. and 5 p.m., Monday-Friday, and make your request in person.  
-OR-
- Download and complete the Transcript Request Form (a PDF and requires Acrobat Reader) and mail it with your payment to the address below.

## **The University Registrar Office**

Leighton University  
107 Stateline E. Road.  
Southaven, MS 38671

Please include the following information in your signed request:

- Name
- Any other name ever used
- Social Security Number (preferred) or other student ID number(s) used
- Birth Date
- Home Address
- Phone Number
- Complete address where the transcript should be mailed

Transcripts are \$10.00 per copy. Transcripts are \$21.00 per copy when sent overnight, UPS, within the continental United States. Transcripts sent overnight by the US Postal Service (USPS) are \$18 per copy. For delivery outside the continental United States, for either service, please call for a price. UPS will not deliver to PO Box numbers. Please provide a street address. USPS will deliver to PO Box numbers. Checks or money orders should be made payable to Leighton University.

**No credit card payments, fax requests, or e-mail requests will be accepted.**

*Is my information protected and secure?*

It is the policy of the University to manage and protect the privacy and Personally Identifiable Information of all students, consistent with federal and state privacy laws. Personally Identifiable Information is protected by federal laws including but not limited to the Gramm-Leach-Bliley Act ("GLBA") for the safeguarding of non-public information, the Family Educational Rights and Privacy Act ("FERPA") for the protection of information contained in student records, and, to the extent applicable.