

ADDENDA/ERRATA SHEET

MILDRED ELLEY

ALBANY AND NEW YORK CITY METRO CAMPUSES
2021-2022 ACADEMIC CATALOG

Effective Date: June 2, 2022

Albany Campus Academic Catalog, page 45

Metro Campus Academic Catalog, page 49

Transcripts

Transcripts are issued through the Registrar's office. Transcripts can be requested online at <http://mildred-elley.edu/transcripts>. Students can click on the campus they attended and complete the required contact information, including the dates enrolled. There is an \$17.25 fee for an official transcript that must be paid by credit or debit card. The card is not charged until the College sends your transcript. The transcript will be delivered in 2 to 5 business days. They can be delivered by electronic upload, mail or held for pick-up. Order updates will be sent via email or text message or can be tracked online. Students can also submit a signed, written request to the Office of the Registrar.

A balance due to the school could result in denial of a student's ability to participate in graduation ceremonies and/or receiving their diploma until all financial obligations to the college are satisfied. Please note that the transcript fee and process are subject to change at any time.