



Ranger College
1240 College Circle
Ranger, TX 76470

(254)647-3234 Ext. 7019
transcripts@rangercollege.edu
RangerCollege.edu

Requesting an Official Ranger College Transcript

On May 23, 2017 the Ranger College Board of Regents voted to begin charging a new fee for transcripts. Beginning November 1, 2017, the College will begin charging \$5.00 for every official transcript sent from the Registrar's Office. Recent semester graduates from Ranger College will receive 2 free official transcripts until the end of the next semester.

Because of this fee, the process for requesting transcripts will change from a paper form to an online submission process. Students will login to their Campus Connect account and select "Official Transcript Request".

1. Go to the Ranger College website – rangercollege.edu.
2. Select the arrow to the right of the *Academics* tab and click on *Campus Connect*.
3. Select *Campus Connect for Students*.
4. You can use your Social Security Number or your Ranger College StudentID Number as the ID Number (no dots or dashes).
5. The default PIN is your birthday (MMDDYYYY).
6. Depending on your status you may see one of three screens after logging in:
 - a. Message Notification – Click the button to acknowledge the message and continue to the student dashboard.

Message Notification

Payment deadlines for early registration are listed below.

Except for persons who have been certified for a Pell Grant or for continued financial aid award, half of your tuition and fees must be paid by the first day of class. You may be dropped from class(es) for nonpayment and you will not be able to register for the next semester, transfer credits or graduate until your bill is paid.

You may email questions to campusconnect@rangercollege.edu.

[Click here to acknowledge this message and continue](#)



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- b. Refund Designation – If you are a current student and have not designated where you would like your refund to be sent (personal bank account or StudentID card), you will see the screen below. Follow the instructions which will lead you to the Herring Bank website and complete the process.
- c. Student Dashboard – Continue to the next step.

7. From the Student Dashboard, hover over the *Registration* tab and click on *Official Transcript Request*.

Welcome back to CampusConnect. Click [here](#) to logout.

Dashboard **Registration** **Account Info** **Student Info** **Early Alert Retention**

Scores **GPA** **Places**

[Course Availability](#)
[Add/Drop Courses](#)
[Schedule](#)
[Grade Viewer](#)
[Academic Transcript](#) (Undergraduate / Undeclared / more than 30 SCH)
Official Transcript Request
[Degree Audit](#)

[Click here after completing the Refund Choice to continue](#)



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8. Confirm that your information is correct and enter the required personal information.

Please enter ALL of the following information.

RANGER COLLEGE
TRANSCRIPT REQUEST FORM

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the student's written/electronic authorization and signature.

Name:
Lastname Firstname Middlename Maiden/Other

Student ID#: Date of Birth:

Cell Phone: Phone:

E-mail:

I authorize Ranger College to mail an official transcript of my academic record to each of the addresses indicated.

Signature: Date:

9. Enter the required information for each transcript that you are requesting to be sent. If you need your transcript sent to more than one location you must select the *Add another request* button. Note: Each official transcript you request to be sent costs \$5, even if you have multiple transcripts sent to one location.

Delivery Method? Delivery Time?

How many Transcripts are you requesting for this address? *Transcripts are not issued until all obligations to Ranger College are cleared.*

First Name:
Mail to: Middle Initial:
Last Name:

Institution:

Street:

Street2:

City/State/Zip: Select State

10. Once you've added all requests, click the *Submit Transcript Request* button.



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11. You'll then receive a confirmation page showing you the amount due and how to complete the payment process. Note: Your transcript request **will not be processed** until payment has been received.
12. Once you click the *Click here to make your online payment* button, you'll be directed to the Herring Bank website to enter your payment information. The Herring Bank website is secure and will not retain or save your payment information.
13. Once the college has received confirmation of payment, your transcript will be sent out as soon as possible. Transcript requests received before 1:00pm will be processed the same day. Transcript requests received after 1:00pm will be processed the next work day. During registration it may take up to 4 days to process requests. Transcripts being sent to other Texas colleges or universities will be via USPS and electronically through the state wide SPEEDE transcript system.