

# EC3 REGISTRAR OFFICE



## Records & Registration

The registrar office supports EC3 students, alumni, faculty and staff by maintaining and processing records for the institution. Our goal is to ensure all records maintenance, storage and processes adhere to policies and are handled within the established standards of our college.

For help registering for classes: <https://www.ecccpa.org/how-to-register/>

## Registrar Services

- FERPA Policy & Procedures
- Record Retention
- Credit Registration
- Processing Transcripts
- Enrollment Verification
- Degree Auditing and Completion



## Submitting a Transcript to EC3

- If you are applying to EC3, you will need to submit your official transcripts from the high school and college(s) you've attended. We use your academic transcripts to determine placement as well as evaluate transfer credit from previous institutions. If you earned a GED or state high school equivalency diploma, you may send us this as well.
- Official sealed transcripts can be sent via email or mail to the addresses below.
- Please allow 10-14 business days to process these transcript requests.

## Registrar Contact Info

Email: [registrar@ec3pa.org](mailto:registrar@ec3pa.org)

Address: 2403 W 8th St, Erie, PA 16505



Appointments are available in-person and virtually