



VILLANOVA
UNIVERSITY

College of Professional Studies

Online Non-Credit Programs
Student Course Completion Summary (SCCS)
Request Form

Directions

To request a student course completion summary (SCCS), complete and sign this form. Then fax to Bisk Education at 800-576-8532.

Students who completed online coursework can access the learning management system from the Classroom Login option on the top left header of VillanovaU.com

Phone: 800-280-9718 • Fax: 800-576-8532 • www.VillanovaU.com

Name:

Current Address:

Social Security Number (last 4 digits) or Villanova Number:

Daytime Telephone:

Current Email Address:

Date of most recent course/term:

Course(s) enrolled in:

Your name and address at time of attendance (if different):

Name:

Address:

Send _____ copy(s) of my SCCS to:

(Attach a separate sheet with any additional addresses. Be sure to indicate how many SCCS's should be sent to each.)

Use the space below for any special instructions:

Signature _____ Date: _____

SCCS requests are normally processed within three business days of receipt. Processing time may increase after the end of each semester due to high volume of requests. Financial holds or outstanding obligations to Bisk, the University Bursar or Financial Assistance office will prevent processing.

If you attended Villanova University as an Undergraduate or Graduate, Part-Time or Full-Time Student, please request a transcript from the [Office of the Registrar at www.registrar.villanova.edu](http://www.registrar.villanova.edu). If you attended Villanova University Charles Widger School of Law, request a transcript from the [Law School Registrar at http://www.law.villanova.edu/Current%20Students/Registrar/Request%20a%20Transcript.aspx](http://www.law.villanova.edu/Current%20Students/Registrar/Request%20a%20Transcript.aspx).