



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 1-800-576-8532 or email to support@bisk.com.

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

Phone: 800-742-1309 * Fax: 800-576-8532

Name:

Current Address:

Social Security Number (last 4 digits)
or Villanova Student ID 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 the 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 registrar.villanova.edu. If you attended Villanova University Charles Widger School of Law, request a transcript from the Law School Registrar at <https://villanova.edu/villanova/law/currentstudents/registrar/transcripts.html>.