



ORANGE COAST COLLEGE

2701 Fairview Road, P.O. Box 5005, Costa Mesa, CA 92628-5005
www.orangecoastcollege.edu

TRANSCRIPT REQUEST

1. NAME - PLEASE PRINT _____ Last First Middle			2. STUDENT I.D. NUMBER _____		
3. ADDRESS _____ Number and Street Apt. No. _____ City Zip Code _____ E-mail Address			4. OTHER NAMES USED _____		5. BIRTH DATE _____ MO DAY YEAR
7. STUDENT SIGNATURE _____ Signature Authorizes Release of Records			6. PHONE NO. _____ Area Code		8. TODAY'S DATE _____ MO DAY YEAR
			9. NUMBER OF COPIES _____		

10. WHEN TO SEND TRANSCRIPTS

REGULAR SERVICE (Allow 3-5 working days and mailing time) – \$3.00 per copy

AFTER Final Grades are posted, SEMESTER/SESSION _____
Allow 15-20 working days after final grades are available.

With General Education Certification (See below)

AFTER AA (Graduation Date Posted)

SPECIAL HANDLING (1 Business Day) – \$8.00 Per Copy. Not available at peak times (copy will be destroyed after 60 working days)

Hand Carry

ADDITIONAL SERVICES

GENERAL EDUCATION CERTIFICATION
(only if requesting general education certification)

Allow 7-10 working days for CSU/IGETC Certification

CSU – General Education Breadth

IGETC (Intersegmental General Education Transfer Core)

1. Is this your last community college attended? Yes No

2. Have you attended other colleges/universities? Yes No

If yes, list all other colleges/universities attended:

COMPLETE FOR IGETC REQUEST ONLY:

3. Are you using high school records to fulfill IGETC language requirements? Yes No

* Official transcripts must be on file in the Orange Coast College Counseling File Room.

* Any questions regarding certification should be directed to a counselor.

STUDENT IS RESPONSIBLE FOR COMPLETE MAILING ADDRESS. PLEASE PRINT LEGIBLY.

MAIL TO: ADDRESS INDICATED ABOVE

1 Number of Copies ()

Name: _____

Address: _____

2 Number of Copies ()

Name: _____

Address: _____

3 Number of Copies ()

Name: _____

Address: _____

OFFICE USE ONLY

DATE: _____ BY: _____ COMMENTS: P S +

ID#: _____ PAID _____

2/08 OVER

ORANGE COAST COLLEGE

Transcript Policy

Transcripts will be withheld for any college debts.

FEES

The first two (2) transcripts and/or verifications EVER requested are free.
Subsequent transcripts are issued at a cost of \$3.00 per copy.
For special handling (1 Business Day) there is a cost of \$8.00 per copy.

TRANSCRIPTS WITH END OF SEMESTER GRADES

1. Requests filed by the last day of the semester or summer session will be issued within 15-20 working days after final grades are available.
2. Requests filed after the last day of the semester or session are processed in the order in which they are received.
3. Transcripts reflecting final grades may be requested beginning two weeks prior to the end of the semester or session.

OFFICIAL TRANSCRIPTS

1. Transcripts sent from Orange Coast College to another college are considered to be official. Personal or hand carried copies are stamped "hand carried by student" and are not always considered official by some institutions.
2. No partial transcripts will be issued.
3. In accordance with the Family Education Rights and Privacy Act of 1974, records may not be released to a third party without the prior written authorization of the student.

OTHER COLLEGE TRANSCRIPTS

Only course work taken at Orange Coast College will be shown on the transcript. Copies of transcripts from other colleges must be requested from each institution.

**TO ORDER TRANSCRIPTS ONLINE, PLEASE VISIT
WWW.ORANGECOASTCOLLEGE.EDU**