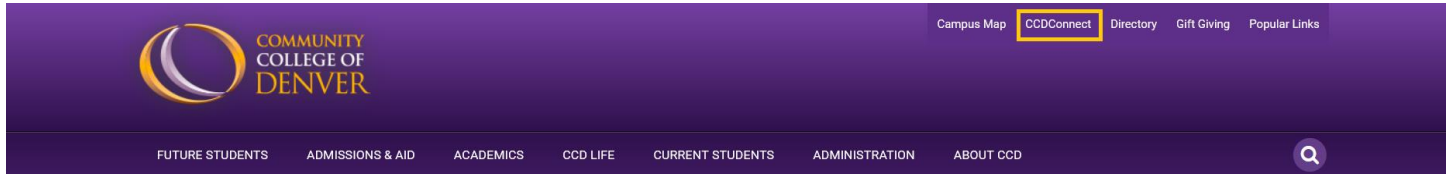


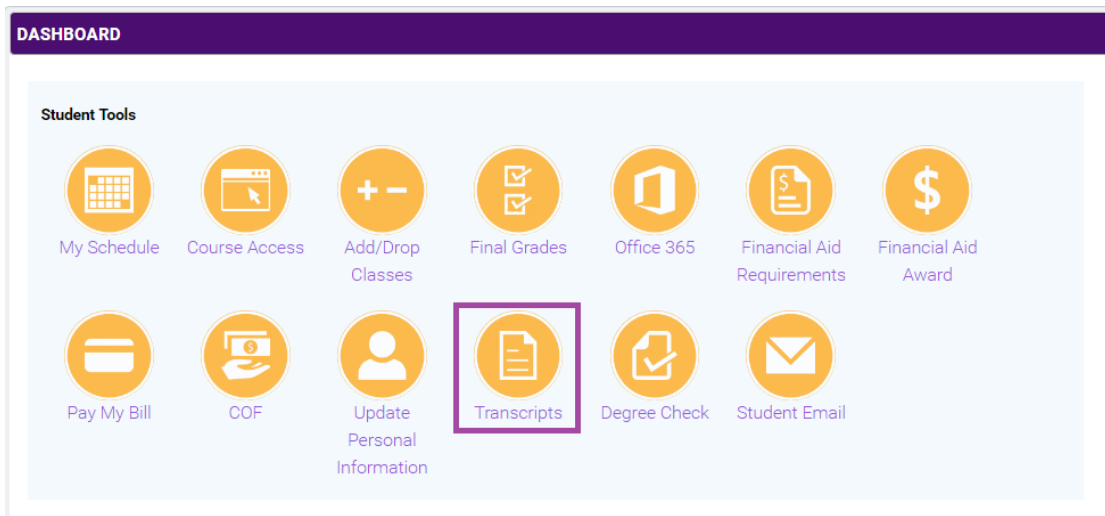


How to Request an Official Transcript

1. Login to CCDConnect at www.CCD.edu.



2. Once logged in, click on the Transcripts Dashboard icon.



3. A pop-up window will appear with instructions and a link taking you to Parchment, a transcript ordering service. Follow the instructions provide.

Official Transcript Request

The Community College of Denver has authorized Parchment to manage the ordering, processing, and secure delivery of official student transcripts. Ordering through Parchment provides you with the ease and convenience of ordering transcripts online! As such, the delivery of your transcript will typically be much faster than ordering directly from the Record's Office. Your official transcript is the permanent record of all the courses you have attended at the Community College of Denver.

Parchment Offers:

- Secure, on-line access to request your transcript 24/7.
- Email notification when transcripts are processed and received.
- On-line tracking ability.
- The option to request electronic delivery of your transcript.

How to request a transcript:

The Community College of Denver transcript requests can be made through the Parchment website:

To Register, click the ORDER TRANSCRIPT button:

A one-time account set up is required. You will be asked for your:

- Enrollment Status (Currently or Not Currently Enrolled)
- Birth Date and last four digits of your Social Security Number
- Student ID Number if known. If unknown, please enter the last 4 digits of your Social Security Number
- E-mail Address
- Current Mailing Address and Phone Number

This information is required to ensure proper student matching and contact information if there are any questions on your order.

If you are not sure of the exact attendance dates, please indicate approximate dates.

Once you have completed the set up, you will receive a confirmation email from Parchment.

Step by Step Directions for Ordering a Transcript through Parchment

All Transcripts sent through Parchment are Official.

Cost:

The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. The fees are as follows:

- \$ 3.00 - Electronic delivery (fastest).
- \$ 3.00 - Paper delivery to a United States address. Transcript will be printed on security paper and sent through USPS.





4. To view your unofficial transcript. Go to the Classes & Registration page and scroll down to the “Before Registration” section. Click on Unofficial Transcript.

Before Registration

- ▶ [Learn about Credit for Prior Learning](#)
- ▶ [Residency \(Tuition Classification\)](#)
- ▶ [DegreeWorks](#)
- ▶ [National Student Clearinghouse](#)
- ▶ [Registration Tools](#)
- ▼ **Transcripts**
 - [View Unofficial Transcript](#)
 - [Order Official Transcript](#)