



Orange Coast College has moved our Transcript ordering to Parchment! Here is a step-by-step guide to our new ordering storefront.

The first thing you are going to do is create a Parchment account. This will allow you to save your personal and student information as well as check your order status and make any updates you need to.

The screenshot shows the 'Learner Account' creation page for Orange Coast College. At the top, there is a header with the college's logo and name, along with its address: PO Box 5005, 2701 Fairview Road, Costa Mesa, CA, 92628-5005, US. Below the header, there are two options for account creation: 'Ordering your own credentials or academic records' (indicated by a green checkmark icon) and 'Ordering on behalf of someone else' (indicated by a blue person icon). An 'OR' separator is placed between these two options. Below the options, there is a section titled 'A MESSAGE FROM ORANGE COAST COLLEGE' containing a welcome message and a notice about the college's temporary closure and transcript production. The message states: 'For the safety and well-being of our community, Orange Coast College is temporarily Closed until further notice. We are currently unable to produce transcripts for pick up. If you are able to utilize an electronic PDF version of your transcript, you can order the PDF version and send it to yourself or sent it directly to the receiving College/University. We apologize for any inconvenience this may cause and thank you for your patience and understanding during this difficult time.' It also mentions that transcripts will not include coursework from GWC or CCC and that they must be ordered separately from each college. Below the message, there is a section titled 'START HERE - ENTER YOUR EMAIL ADDRESS' with a text input field labeled 'Email' and a 'Continue' button. A red asterisk is next to the 'Email' label. At the bottom of the form, there is a note: 'All items marked with a red asterisk are required'. The footer of the page states: 'By signing up you agree to the Parchment terms of use and privacy policy.'

Enter your email on the first screen. If you have an account already, the next page will ask for your password.

If you don't, you will be directed to create an account:



**Orange Coast College**  
PO Box 5005, 2701 Fairview Road, Costa Mesa, CA, 92628-5005, US



Ordering your own credentials  
or academic records

OR



Ordering on behalf of  
someone else

ENTER YOUR PERSONAL INFORMATION

thekoliviers@gmail.com 

<input type="text"/> First Name	<input type="text"/> Middle Name	<input type="text"/> Last Name
<input type="text"/> Month Of Birth	<input type="text"/> Day Of Birth	<input type="text"/> Year Of Birth
<input type="text"/> Highest Level Of Education		

ENTER YOUR CONTACT INFORMATION

Cell Phone

United States of America

Address 1

Address 2

<input type="text"/> City	<input type="text"/> State/Province	<input type="text"/> Postal Code
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CHOOSE A PASSWORD

<input type="text"/> Password	<input type="text"/> Retype Password
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**CREATE ACCOUNT & CONTINUE**

\* All items marked with a red asterisk are required.

Click Create Account & Continue. It will need you to confirm your email by sending you a verification email. You can either click the link in the email or copy and paste the code in the box.

Account Confirmation Cancel x

To create your account, we need to confirm a  
**valid email address**



**We just sent you a confirmation email.**

To gain access to your account, please check  and enter the  
provided registration code below.

<input type="text"/> Confirmation Code	<b>Submit</b>
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Please check your spam folder if you don't see the email. Having trouble?  
[Re-send My Verification Email](#) | [Start Over](#) | [Parchment Support](#)

\* All items marked with a red asterisk are required.

Once your account is created and confirmed, you can enter your enrollment information for Orange Coast College.

Enrollment Information CANCEL X

NAME [REDACTED] ✓  
DOB [REDACTED]

Some additional information related to your enrollment is required below.

 Orange Coast College  
would like you to provide the following information:

\* Are you currently enrolled?

\* What was your first year of attendance?

Your Student ID Number

\* Please verify your name while attending  
 [REDACTED]  
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

\* All items marked with a red asterisk are required.

Notes:

- If you enter that you are currently attending, it will give you the option of holding your order for grades or for a pending degree/certificate. If you indicate that you are not currently attending, you will not be given that option. You will also need to enter the expected graduation year. This does not have to be accurate. Give your best guess.
- If you do not remember your Student ID, you don't have to enter it. However, it will expedite the processing of your transcript if you provide either a Student ID or a Social Security Number. Neither one is required.

You can create the account and not submit an order by checking the box or you can proceed to the order form by just hitting Continue.

Available Credentials CANCEL X

 The following credentials are available from Orange Coast College. Start your order by selecting a credential listed below (you can add more later)

	<p><b>Transcript</b> \$5.00 Per Copy. Pick Up is not available at this time.</p> <p><input type="button" value="Order"/></p>
	<p><b>Rush Processing - Transcript</b> \$10.00 Per Copy. Do NOT select on any CSU/IGETC Certifications. Pick Up is not available at this time.</p> <p><input type="button" value="Order"/></p>

Select your processing option. Note that if you need a CSU or IGETC Certification, you may not select the Rush Processing.

Tell us where to send your transcript. Type the name of your school in the search box or click the link below it to enter your recipient's information manually.

If your recipient accepts CSU or IGETC Certifications, the option will be available on this page:

If you don't remember your ID number, click the link next to the input box:

It will prompt you to enter your Social Security Number. If you don't know it or have a SSN, you can again click the link.

\* Please Send:

Official Transcript with IGETC Cert..

\* If you do not know your Student ID please provide your full Social Security Number (SSN) below:

[I do not know or have a SSN](#)

You will receive a message that your order may be delayed without the information. If you change your mind, you can click the link and enter your information.

\* Please Send:

Official Transcript with IGETC Cert..

\* If you do not know your Student ID please provide your full Social Security Number (SSN) below:

[I do have Student ID or SSN](#)

Please be aware that your order may be delayed without SSN information

If you have an attachment that you want included with your order, you can add it here:

\* If you do not know your Student ID please provide your full Social Security Number (SSN) below:

[I do have Student ID or SSN](#)

Please be aware that your order may be delayed without SSN information

Would you like to add an attachment file? (optional) [Add An Attachment](#)

To complete your order, you will need to complete the consent. You can sign with your mouse or finger in the box, type your full name in the boxes and check the certification box.

On your order summary page you can add another transcript or complete the order.

Order Summary

←BACK CANCEL X

ⓘ Your order has not been placed yet. Please review and complete the order below  
Here's your order summary: [REDACTED] Collapse All

FOR	[REDACTED]	ⓘ	\$0.00	^
ITEM	Transcript	📄 ⓘ 📧	\$0.00	🗑️
FROM	Orange Coast College			
TO	University of California - Irvine, Irvine, CA			

➕ Add another item for [REDACTED]

Total Credential Fees	\$0.00
Order Total	\$0.00

COMPLETE ORDER

The last page will be the payment page if a payment is required. Enter your payment method and submit.

If you have any questions or concerns, please contact us at [occtranscripts@occ.cccd.edu](mailto:occtranscripts@occ.cccd.edu). We will respond to your email in 1-2 business days.