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.

Learner 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

A MESSAGE FROM ORANGE COAST COLLEGE

Welcome to Parchment.

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.

Orange Coast College transcripts WILL NOT include coursework from GWC or CCC. Transcripts must be ordered separately from each college.

Transcript Deadlines: Verify with the receiving institution to find out if they accept a post mark date or if the transcript must be in their office by the deadline.

- - - I M P O R T A N T - - - If the student attended Orange Coast College prior to 1989 and you have the Student's OCC I.D. Number, enter the ID in the the space provided. Providing

Show More ✓

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

★ All items marked with a red asterisk are required

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:

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.

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

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.

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) ❶   **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.

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. We will respond to your email in 1-2 business days.