

TRANSFER STUDENT GUIDE: ORDERING TRANSCRIPTS & GENERAL EDUCATION CERTIFICATION

As part of the transfer process, you may be asked to send transcripts to a university. The purpose of this guide is to give specific directions on how to access/request transcripts and/or general education certification.

Please remember to always pay close attention to the instructions given by the universities you are applying to. Complete transcript requests early so that you do not miss critical deadlines.

What's in this guide:

1. [How to Order an Unofficial Transcript](#)
2. [How to Order an Official Transcript](#)
3. [How to Order General Education \(GE\) Certification](#)

Click the hyperlinks above to navigate to a specific section of this document.

This informational guide is designed for transfer students as a quick reference to assist in the transfer application process.

If you have additional questions, please contact the OCC Transfer Center at transfercenter@occ.cccd.edu or by talking with a transfer counselor via live-chat.

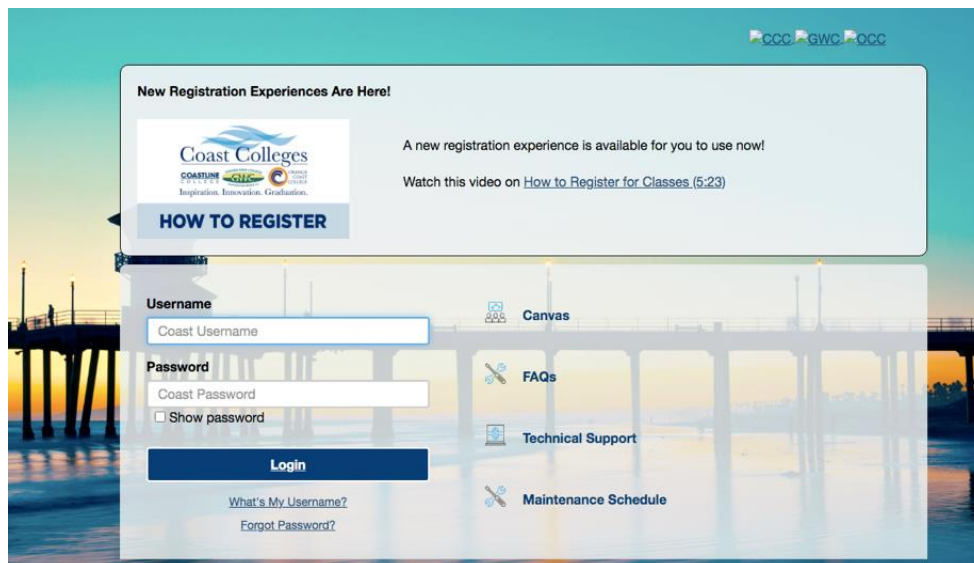
[Transfer Center Website](#)

UNOFFICIAL TRANSCRIPTS

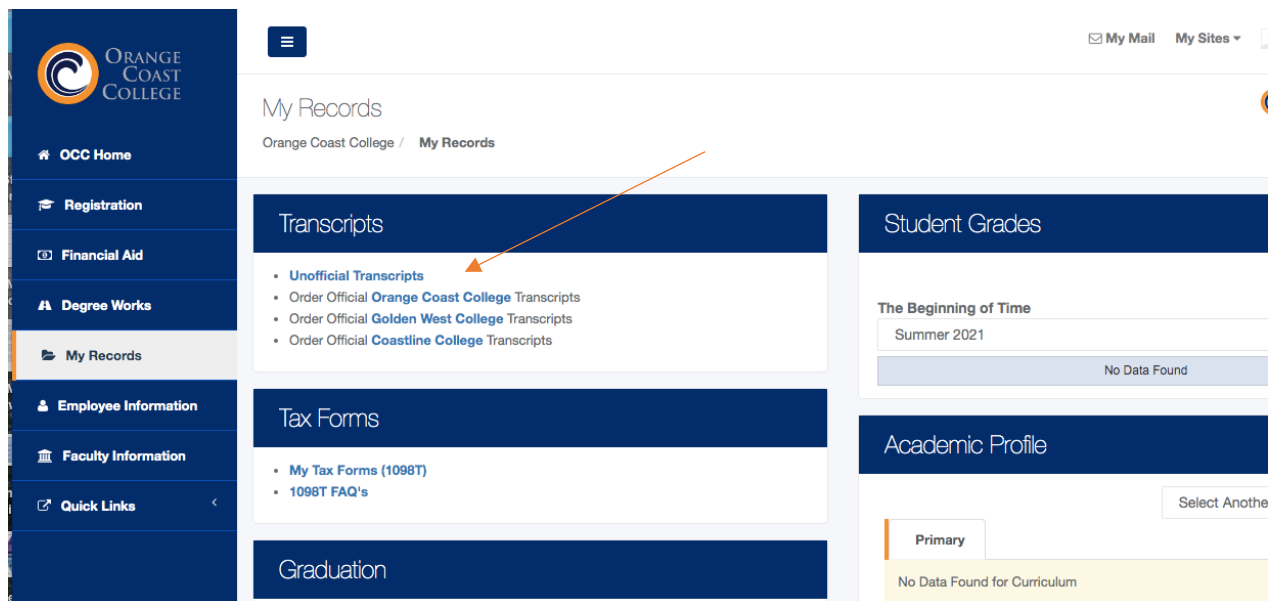
PART 1: HOW TO ORDER AN UNOFFICIAL TRANSCRIPT

An unofficial transcript can be accessed at any time through your MyCoast student portal. They are accessed instantly, and they can be downloaded to your computer through the following steps:

STEP 1: Log-in to your MyCoast Portal



STEP 2: Click the "My Records" tab on the left side of the portal after logging in. On this page, you will see a section called "Transcripts." Click the link for "Unofficial Transcripts."



STEP 3: The next page will ask about your transcript level and type. You can leave these options alone and click "Submit."

Personal Information **Student** **Faculty Services** **Employee**

Search

Academic Transcript Options

Select the transcript level and transcript type. Leave "All Levels" (the default) in the Transcript Level to display transcripts from all colleges Golden West, or Orange Coast).

Note: Academic coursework completed prior to 1989 will not appear on the online transcript. You must submit your unofficial transcript request. Official transcripts may be ordered online by clicking on the link in the home tab.

Transcript Level:

Transcript Type:

STEP 4: After clicking submit, your unofficial transcript will show on the screen. To save your transcript as a file, click "File" then "Print." In your print options, click "Print to PDF." This will save the unofficial transcript to your computer as a PDF which can then be sent/emailed as needed.

If you need further explanation on how to save as a PDF, use the following resources:

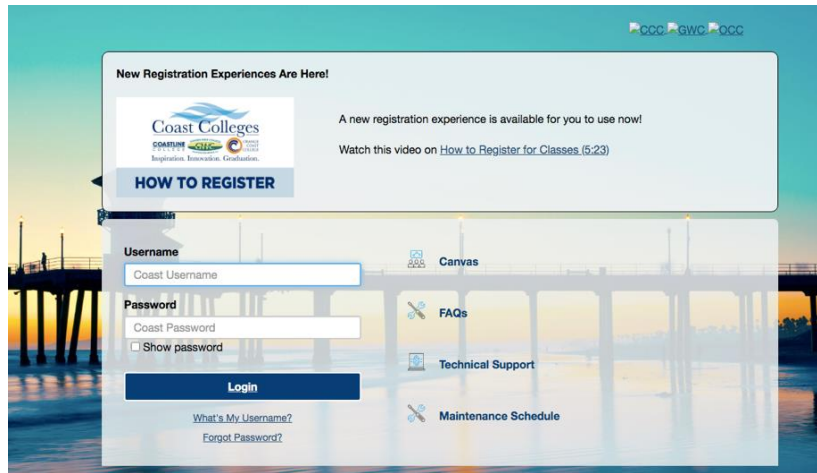
- [Print to PDF on a Windows Computer](#)
- [Print to PDF on a Mac Computer](#)

OFFICIAL TRANSCRIPTS

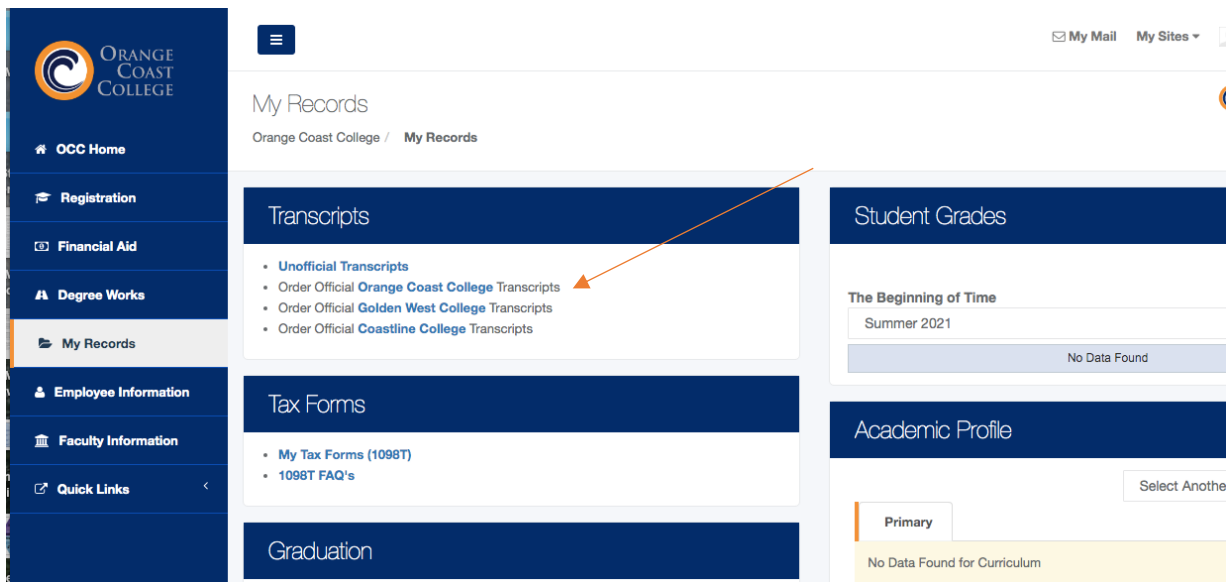
PART 2: HOW TO ORDER AN OFFICIAL TRANSCRIPT

An official transcript is ordered through MyCoast and sent directly to a recipient (like a transfer university). Official transcripts are sent either by mail or electronic delivery. Transcripts have a processing time, so make sure you always send official transcripts well before their deadline. Follow these steps to send an official transcript:

STEP 1: Log-in to your MyCoast Portal



STEP 2: Click the "My Records" tab on the left side of the portal after logging in. On this page, you will see a section called "Transcripts." Click the link for "Order Official Orange Coast College Transcripts."



STEP 3: The link will open a new page called "Transcript Ordering Service." From this site, you will select the type of transcript delivery you want, either electronic or paper. Please note that during the COVID campus closure, only electronic delivery is possible.

After selecting either electronic or hard copy, you will be taken to the first section of the order form which is "Student Information." Here you will enter your information including OCC student ID or social security number, name, dates you attended OCC, home address, email address, and phone number.

Orange Coast College
Costa Mesa, CA

Transcript Ordering Services

Orange Coast College

Information from Orange Coast College

For the safety and well-being of our community, Orange Coast College is temporarily Closed until further notice. We are currently unable to produce paper transcripts. 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.

By clicking **Begin Order** you are ordering a Transcript for Orange Coast College.

If you need to order transcripts for Golden West College or Coastline College, close this window, select the correct college on the portal (upper right hand corner>My Sites), then click on **My Records>Order Official Transcripts**.

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 space provided. Providing this information will speed up the processing of your order.

Attention: Students **DO NOT** need to order a transcript from Orange Coast College to be sent to Coastline Community College, Golden West College or Orange Coast College. If you need a transcript to go to a department or other college, request a transcript be sent by contacting The Enrollment Center on the first floor of Watson Hall.

Please choose one of the following options:

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

Student Info | Order Options | Recipient(s) | Summary | Payment

ATTENTION: Your Student ID number must be entered with a "C" followed by your eight digit ID number.
Enter your SSN or Student ID number. Do not enter a generic SSN or SID if unknown. Only provide accurate information.

Student Information

Information needed to locate your records

Social Sec # Either SSN or Student ID must be specified

Student ID

Attended From Year *Required

Attended To Year *Required

Birth Date *Required
Enter as MMDDYYYY

Enter names as they exist in the school records

First Name *Required

Middle Name Enter if you think it is on your school record

Last Name *Required

Suffix (optional) Jr, Sr, etc.

Other Last Names (optional)

Enter your current address

Country UNITED STATES [Change Country](#)

Current Address *Required

City *Required

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STEP 5: Next you will continue to the "Order Options" section of the transcript request. Select either regular request or rush request depending on how quickly you want the transcript order to be processed. In the final section, either select "send now" or "hold for pending degree/certificate." The way you answer both questions depends on the deadlines that you need to adhere to.

Please note: Selecting "hold for degree" means that your transcript will not be sent until the semester is complete and grades are posted.

Student Info | **Order Options** | Recipient(s) | Summary | Payment

Attention: Please be sure to enter your correct years of attendance. Providing inaccurate dates of attendance may result in an incomplete transcript being sent.

Please choose a service for this order

Regular Request-Deliver to Recipient

Allow 3-5 business days plus delivery time
\$5.00 Per Copy
Students with units prior to 1989 will not be eligible for a PDF transcript.

Special (Rush) Handling-Deliver to Recipient

Allow 2 business days + delivery time after receipt of authorization form (if required)
\$10.00 Per Copy
Do NOT select on any CSU/GETC Certifications.
Pick Up is not available at this time.

Special Order Condition(s)

California Title 5

Title 5 of the California Code of Regulations provides that a student may receive two copies of his/her academic transcripts free of charge.

Our records indicate that you are still entitled to 2 free transcript(s). To claim your free transcript(s), please check the box below. You will see a credit on the summary page of this order for any free transcripts based on the rate for a non-rush transcript from Orange Coast College.

I certify that I have not yet received all of the free transcripts to which I am entitled

Tell us when to release your transcript(s)

Send Now

HOLD FOR PENDING DEGREE/CERTIFICATE

If you need to verify completion of an Associate Degree or Certificate for the current term then check the hold box.

STEP 6: Select the transcript recipient which is most likely the undergraduate admissions office for the university you are applying to. To send to a university, you can search the recipient table or enter the recipient manually.

If you need to send an official transcript with GE certification, please review the [GE certification section](#) of this document to correctly complete the request.

Orange Coast College
Costa Mesa, CA

Student Info Order Options Recipient(s) Summary Payment

ATTENTION: Certifications cannot be sent with an electronic transcript, only a hard copy or PDF. If a certification is needed, you will need to choose the Enter Recipient Manually option.

Please choose a type of recipient

- Search our Recipient Table
Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.
- Myself
- Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- Enter Recipient Manually

When using the recipient table, simply enter the state and then type in the name of the university. Sometimes two addresses will pop up for the school. Pay close attention to which option you select. For transfer students, you will send to the undergraduate admissions office NOT graduate admissions. Graduate admissions is for Master's and Doctorate degree programs. Below is an example for CSU Fullerton:

Searching for Recipient 1 in CALIFORNIA

Search [Type School Name Here]

Available Recipients for California State University - Fullerton

Address	College/University Type	Delivery Method(s)
OFFICE OF ADMISSIONS CAL STATE - FULLERTON PO BOX 6900 FULLERTON CA 92834-6900 Use this address for BOTH Undergraduate and Graduate Admissions.	Undergraduate	Electronic
GRADUATE ADMISSION & RECORDS CAL STATE - FULLERTON PO BOX 6900 FULLERTON CA 92834-6900	Graduate	Electronic

[My recipient was not found. I want to enter the address manually](#)

STEP 7: Review the summary, complete the payment information, and submit the order form.

GENERAL EDUCATION (GE) CERTIFICATION

PART 3: HOW TO ORDER GENERAL EDUCATION (GE) CERTIFICATION

STEP 1: Order general education certification (CSU GE or IGETC) through the official transcript ordering process. Follow the steps from the "[How to Order an Official Transcript](#)" section of this document. However, when you get to the recipient section you will need to manually enter the recipient to send GE certification along with your official transcript.

The screenshot shows the 'Recipient(s)' step of the transcript ordering process. At the top right, it says 'Orange Coast College Costa Mesa, CA'. A progress bar at the top indicates the current step is 'Recipient(s)', with previous steps 'Student Info' and 'Order Options' and future steps 'Summary' and 'Payment'. Below the progress bar, an attention notice states: 'ATTENTION: Certifications cannot be sent with an electronic transcript, only a hard copy or PDF. If a certification is needed, you will need to choose the Enter Recipient Manually option.' The main content area is titled 'Please choose a type of recipient' and contains five radio button options: 'Search our Recipient Table' (with subtext: 'Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.'), 'Myself', 'Select an Application Service' (with subtext: 'Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.'), 'Direct Access Code Lookup' (with subtext: 'Choose this option if you were provided with a "Direct Access Code" by your recipient.'), and 'Enter Recipient Manually' (which is selected). A 'Next' button is located at the bottom left of the form.

STEP 2: Enter the information for the recipient (typically the undergraduate admissions office) for the university you are sending the GE certification to. To find the recipient email, you can refer to the admissions websites of the university you are applying to.

The screenshot shows the 'Enter Recipient Manually' step of the transcript ordering process. At the top right, it says 'Orange Coast College Costa Mesa, CA'. A progress bar at the top indicates the current step is 'Recipient(s)', with previous steps 'Student Info' and 'Order Options' and future steps 'Summary' and 'Payment'. Below the progress bar, a notice says: 'Please enter or verify/correct the information shown below.' The main content area is titled 'Transcript Recipient 1' and 'Send PDF Transcript to Recipient'. It contains a disclaimer: 'PDF transcripts viewed electronically are recognized as official documents. A printed copy of a PDF Transcript will be considered "unofficial" and will display the words "PRINTED COPY" on all pages of the PDF. Disclaimer: We will inform the recipient when the transcript is ready to be downloaded and provide instructions for completing the download. You assume all responsibility for: 1. Ensuring that the recipient is willing to accept this transcript in a PDF format. 2. Providing the correct email address for the recipient 3. Ensuring that this PDF transcript is downloaded within 30 days (No refund will be given) 4. Delays on the part of the recipient in fulfilling his/her responsibilities'. Below the disclaimer, there are two input fields: 'Recipient Email' and 'Verify Recipient Email'. At the bottom, there is a section titled 'Required Recipient Information' with a dropdown menu for 'This recipient is' (set to 'Select a Recipient Type') and a 'Country' field (set to 'UNITED STATES') with a 'Change Country' link.

STEP 3: At the bottom of the recipient information page, you will be asked about attachment options. This is where you indicate that you want to include GE certification. Select either CSU GE or IGETC depending on what general education pattern you have been following at OCC.

For reference, here are links to the two transfer general education patterns at OCC:

- [CSU GE](#)
- [IGETC](#)

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.

Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes (This is not common) ?

You can also include any of the following school-provided items with your transcript by checking its box

CSU - General Education Breadth

- Regular Request processing time + additional processing time.

IGETC (Intersegmental General Education Transfer Core)

- Regular Request processing time + additional processing time.
IGETC Certifications can ONLY be sent to a four year University.

STEP 4: Complete the rest of the transcript request form (summary and payment).

More information on GE Certification:

What is GE Certification?

Certification is the process whereby OCC verifies the completion of the IGETC for students who are transferring to either UC or CSU. This verification means that students will not have to take any additional lower division General Education courses after transfer. Students who do not get certified will have to meet the GE requirements of the specific UC or CSU campus they are transferring to. Doing this usually requires taking additional courses. Certification is not automatic and must be requested in the Records Office when the final transcript is sent to UC or CSU.