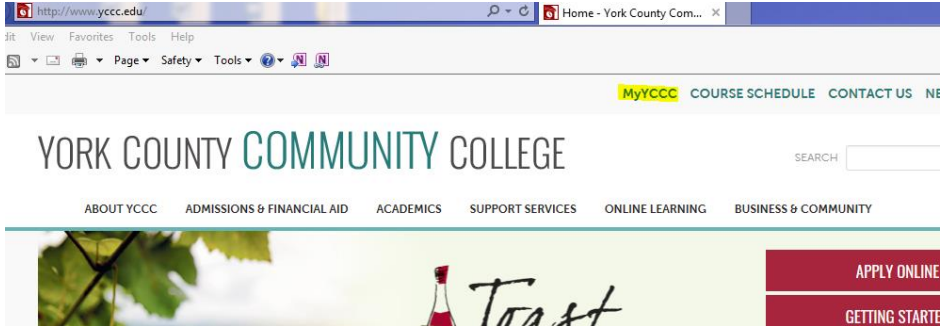


## How to Request a Transcript Online

1. When on the YCCC website, [www.yccc.edu](http://www.yccc.edu) click on the MyYCCC Portal link on the top right of the screen.



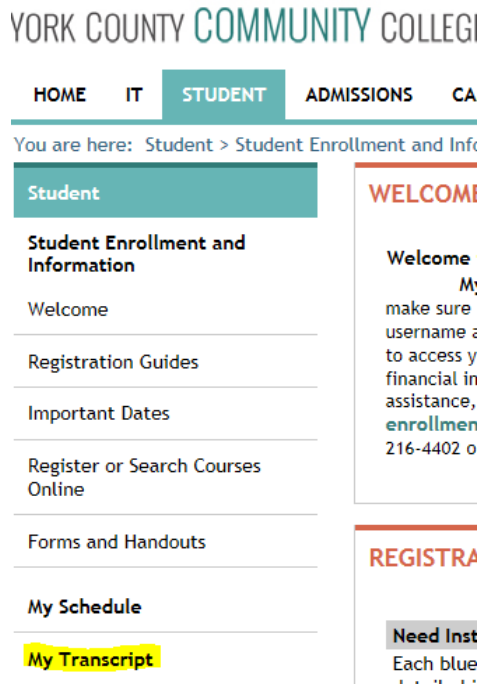
## CURRENT STUDENTS:

1. Login with your student username and password:

User Name:  Password:

Welcome back **Test Student** ( [Personal Info](#) | [Logout](#) )

2. Click on the “Student” tab and then on “My Transcript”



- Here you will be able to view and print your unofficial transcripts as well as order them online.

### TRANSCRIPT SERVICES ?

At YCCC, students can have instant access to their grades by checking their unofficial transcript. If you need to share your transcript with another individual or institution, you have a few options:

- If you simply need to show someone an unofficial copy of your transcript, you can click on the unofficial transcript link below. When you scroll all the way to the bottom of the page, you will see an option where you can download a PDF version of your unofficial transcript if needed. This will allow you to save the transcript and send it electronically to whomever you choose.
- Most college's and employers will request that you send them an official college transcript. This means that it needs to be stamped with the college sealed and mailed directly to them in a sealed envelope from YCCC. Students can request for their official transcript to be sent by filling out the transcript request form below.

#### UNOFFICIAL TRANSCRIPT ?

Select a Division from the dropdown for which to view the unofficial transcript.

Division:

[View Unofficial Transcript](#)

#### REQUEST OFFICIAL TRANSCRIPT ?

##### Transcript Request

##### Official Transcript Request

**\$5.00 charge.** Transcript processed within 3-5 business days.

##### Official Transcript Request - Rush!

**\$10.00 charge.** Transcript will be processed within 24 business hours. If this form is submitted on a weekend, holiday, or a day when the campus is closed due to an emergency, then the form will be processed on the next business day.

## Previous Students (login no longer active):

- DO NOT NEED TO HAVE A LOGIN!
- Click on the “Student” tab. There will be a section of “Forms and Handouts” on the right side of the screen. The “Transcript Request Form” is the first one listed.

YORK COUNTY COMMUNITY COLLEGE

User Name:  Password:

HOME **STUDENT** ADMISSIONS CAMPUS SERVICES CONTINUING EDUCATION ALUMNI AND FRIENDS HELP!

You are here: Student > Student Enrollment and Information

<p><b>Student</b></p> <p>Student Enrollment and Information</p> <p>Welcome</p> <p>Registration Guides</p> <p>Important Dates</p> <p>Register or Search Courses Online</p> <p>Forms and Handouts</p>	<p><b>WELCOME</b> <span style="float: right;">?</span></p> <p>Welcome to the student section of your MyYCCC portal account! make sure that you log in with your username and password above to be able to access your academic, registration and financial information. If you need assistance, please contact <a href="mailto:enrollmentservices@yccc.edu">enrollmentservices@yccc.edu</a> or 207-216-4402 or 207-216-4403</p> <p><b>REGISTRATION GUIDES</b> <span style="float: right;">?</span></p>	<p><b>IMPORTANT DATES</b> <span style="float: right;">?</span></p> <p>The 2017 Summer and Fall schedules are now posted online. Just click on the course search icon below to view a full list of offerings</p> <p><b>Degree-Seeking students</b> can begin to register at 9:00 am on April 3rd.</p> <p><b>Non Degree-Seeking students</b> can begin to register at 9:00 am on April 17th.</p> <p>Please contact <a href="mailto:enrollmentservices@yccc.edu">enrollmentservices@yccc.edu</a> with any questions you might have</p>	<p><b>FORMS AND HANDOUTS</b> <span style="float: right;">?</span></p> <p><b>Student Forms</b></p> <p><b>Transcript Request Form</b> (.pdf, 119K)</p> <p>Students who need to send their transcript to another institution or individual will need to fill out the transcript request form. Current students can simply log-in at the top of the page and click on “My Transcript” to request this online. Any student who has not been enrolled at YCCC for over a year will need to download this form and mail or fax it back to YCCC (The contact information is listed on the actual form.)</p>
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3. Fill out the form completely and return it to Enrollment Services by one of the following methods:

Fax to: (207) 641-0837

Email to: [enrollmentservices@yccc.edu](mailto:enrollmentservices@yccc.edu)

Mail to: Enrollment Services  
York County Community College  
112 College Drive  
Wells, ME 04090

**Please Note:**

- Students need to provide the exact address of where they need the transcripts sent. Some campuses have multiple offices and processing centers, so the student is responsible for making sure the address is correct.
- Some schools (and scholarship committees) have deadlines for receiving transcripts. It is the student's responsibility to communicate with each institution whether they need unofficial or official copies and what the deadline for receiving them is.
- There are two processing options, one to be sent now and one to be held until the end of the semester when grades post. You can fill out the request before the semester ends, just be sure to select the correct option.