**Effective April 16, 2012**

Official transcripts must be ordered online through Credentials Inc. CCC will no longer accept orders through the mail. Students wanting to order a transcript while on campus will have access to computers for online ordering

**Please note:** Zero-unit courses will not appear on transcripts. Please do not order transcripts if you have only taken zero-unit courses at Coastline
 **How To Order a Transcript**

Official CCC transcripts are ordered online through Credentials Inc.
Coastline Community College contracts with Credentials, Inc. to accept transcript orders online via a secure website. Order your transcripts online using [TranscriptsPlus®](https://www.credentials-inc.com/tplus/?ALUMTRO020635), which will facilitate your request. By using this service, you can expedite your transcript order and you’ll receive communication via email or fax regarding the status of your order. If you’re in a hurry to receive your transcripts, you can request special handling to guarantee that your request will be processed in two business days. There’s also an option to have your request sent via Federal Express. You may choose to have your official CCC transcript mailed to yourself or directly to the Educational Institution, Employer or any other recipient that you choose. You may notice differences in the available options and the required information on the order forms of the Coast Colleges.

Among the benefits that you realize from online Transcript Ordering are:

* Eliminate the need to come to the college to make the request.
* Eliminate the delay created by submitting a written request by mail.
* Convenient 24/7 access
* Provide email or text communication with you while your order is being processed.
* Ability to order multiple transcripts for multiple recipients(5) in one order
* The convenience of paying for your transcript order with your credit card

**Current Students**

***Official Transcripts***
You may access this service and order official transcripts through the secure student portal as an option within your MyCCC. By using this secured personal access, you will not be required to sign a consent form releasing your transcript therefore expediting your order.
 ***Unofficial Transcripts***

Unofficial transcripts are accessible via your MyCCC account for current students only.
Former students will have to order an official transcript to access grades.
 **Former Students**

If you are a former student, you may access the online transcript ordering service by clicking on the link below. Your signed consent will be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can return via fax or mail.

To order your transcripts online, please visit: <https://www.credentials-inc.com/tplus/?ALUMTRO020635>

To check the status of your transcript order, please visit: <https://www.credentials-inc.com/tstat/?TPORDER020635>

**Transcript Fees**

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| **No charge** | The first two requests for transcripts are free of charge. If you're not sure how many transcripts you've requested in the past, you can contact the Student Records Office to confirm. |
| **$5.00 each** |  A $5.00 fee is charged for regular processing of each transcript. Please allow 5-10 business days for processing your request plus mailing time. |
| **RUSH Fee Additional $5.00** |  $5.00 For RUSH orders, we will provide a special handling service, which guarantees processing of your request within two business days of receipt for an additional $5.00 per copy ($10.00 total per copy). |
| **$18.00 per recipient** |  Domestic Federal Express to main 48 states |
| **$21.00 per recipient** |  Domestic Federal Express to Alaska or Hawaii |
| **$41.00 per recipient** |  International Federal Express |

**Transcripts will be mailed to the address per your request.
If you do not receive your transcripts within 30 days, please contact the
Admissions & Records Office at (714) 241-6168 or email** **iaguirre@coastline.edu**