

TRANSCRIPT REQUESTS

Orange Coast College has retained Credentials, Inc. to accept transcript orders online via a secure website. Official transcripts must be ordered online. OCC does not accept transcript orders through the mail.

Current students may access the Credentials, Inc. service through their MyCoast account. Former students may access the online service at www.credentials-inc.com/tplus/?ALUMTRO001250 (<http://www.credentials-inc.com/tplus/?ALUMTRO001250>).

Students on campus will have access to computers for online ordering in Watson Hall, the Computing Center, and the Library.

The first two transcripts and/or verification of record are provided free. Each additional transcript or verification of record costs \$5.

For more information, including fees for expedited processing, please visit www.orangecoastcollege.edu/enrollment/records/Pages/Transcripts.aspx (<http://www.orangecoastcollege.edu/enrollment/records/Pages/Transcripts.aspx>). Please note that OCC does not offer same-day transcript service.