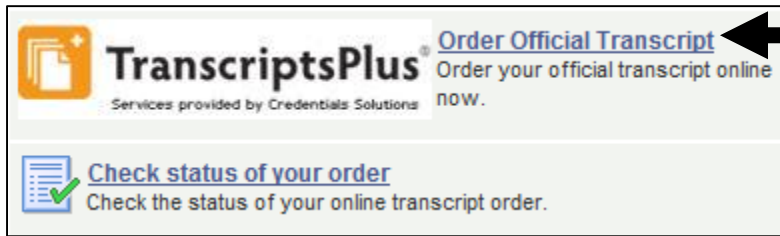


How to Request Your Official Transcript Online

In order to begin your order, you will need either your student ID *OR* your social security number.

STEP 1: Go to the MyWCC Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu). Look for the “REGISTRATION INFORMATION” box on the right hand side of the screen. Click on the “TRANSCRIPTS PLUS” link.



STEP 2: To begin the ordering process, click on the “START MY ORDER” button in the upper right hand corner.

Westchester Community College
Valhalla, NY

Transcript Order Services by:
Credentials Solutions
Our Credentials. Your Solutions.

Overview Student Information Contact Information Order Options Recipient(s) Order Review Purchase Finish

Transcript Ordering Overview

DO NOT USE BROWSER BACK OR FORWARD BUTTONS
PLEASE NOTE: YOUR SESSION WILL TIME-OUT AFTER 180 MINUTES OF NO ACTIVITY

Westchester Community College will NOT provide an official transcript to any student or alumnus who has not met his or her financial obligations to WCC.

The Registrar's Office is not responsible for an incorrect address provided by you. It is your responsibility to check the address for accuracy. If it is incorrect and cannot be delivered, you will have to request and pay for another official transcript with the correct address.

Click on a tab to display specific "Help" topics:

Ordering Overview Payment Methods Authorizing Your Order Pricing Schedule E-Transcript Information TranscriptsPlus™ FAQs

Ordering Overview

CredentialsSolutions is pleased to provide you with Transcript Order Processing Services on behalf of Westchester Community College. All of the actual transcript records are maintained by the institution and in most circumstances, the institution itself produces your transcript and delivers it per the instructions you provide us in the ordering process.

Our system, TranscriptsPlus®, can accept an order for up to 5 transcripts going to up to 5 different recipients. If you need to send more than 5 transcripts or have more than 5 recipients, you will need to enter multiple orders. At the completion of each order you will have the option to return to the beginning of the process and enter another order. In most cases, you will only have to enter the information that is different than in the previous order.

Please Note.... The various ordering options and the information you are required to enter on the following screens are based on the specific services that Westchester Community College has chosen to provide and the specific information they have instructed us to collect. If you attended more than one of the institutions that we represent and order your transcript from more than one of them, you may notice differences in the available options and the required information on the order forms. One may offer Federal Express and another one may not, one may offer electronic delivery features and others may only offer printed paper transcripts, one may provide electronic authorization of your order and another one may require a signed authorization form, etc.

If you have questions about the process or encounter difficulty in entering your order, we have Customer Service representatives available from 7:00 am to 7:00 pm on Monday-Thursday and from 7:00 am to 5:00 pm (CST/CDT) on Fridays. Our Customer Service number is 847-716-3005.