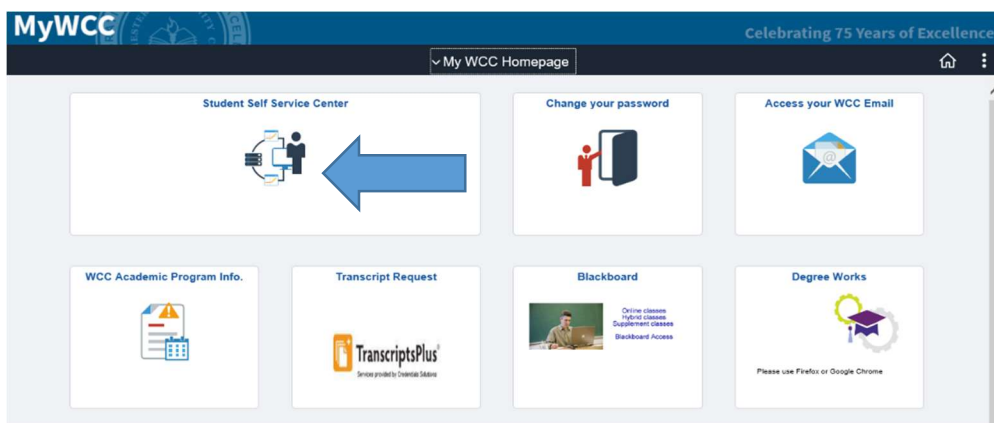
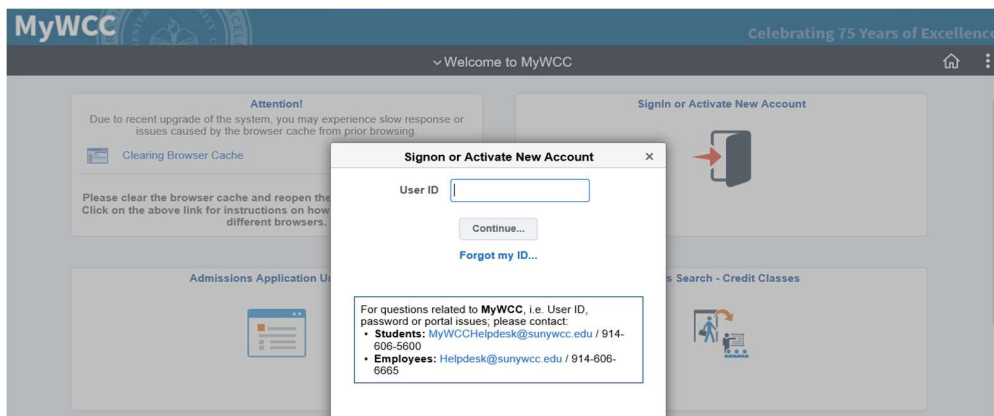
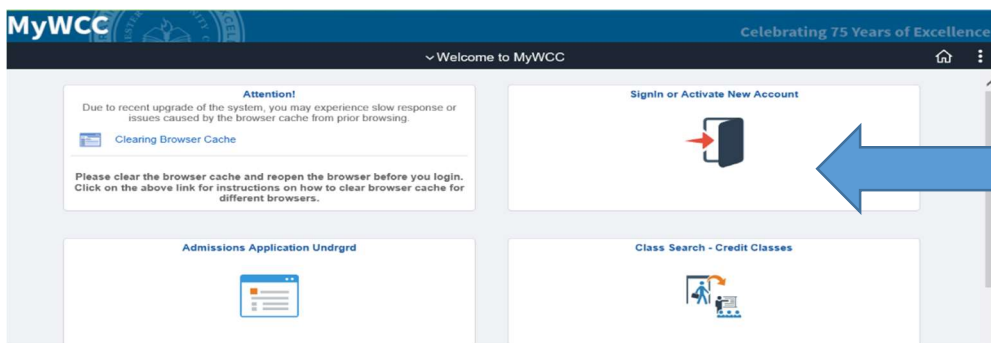


How to Access Your Unofficial Transcripts

**Prior to attempting to access your Unofficial Transcripts, make sure to have your POP-UP blockers turned off on the internet browser you are using. Upon completing the following steps, it will open a PDF of your Unofficial Transcripts. This will not work if POP-UP blockers are on **

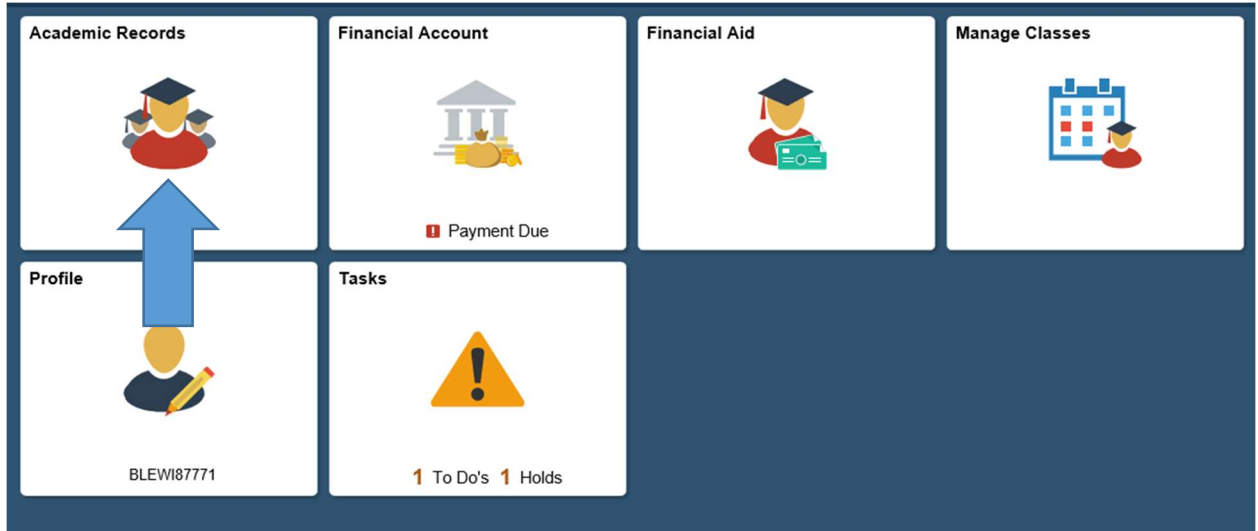
STEP 1:

Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under “SIGN IN”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)



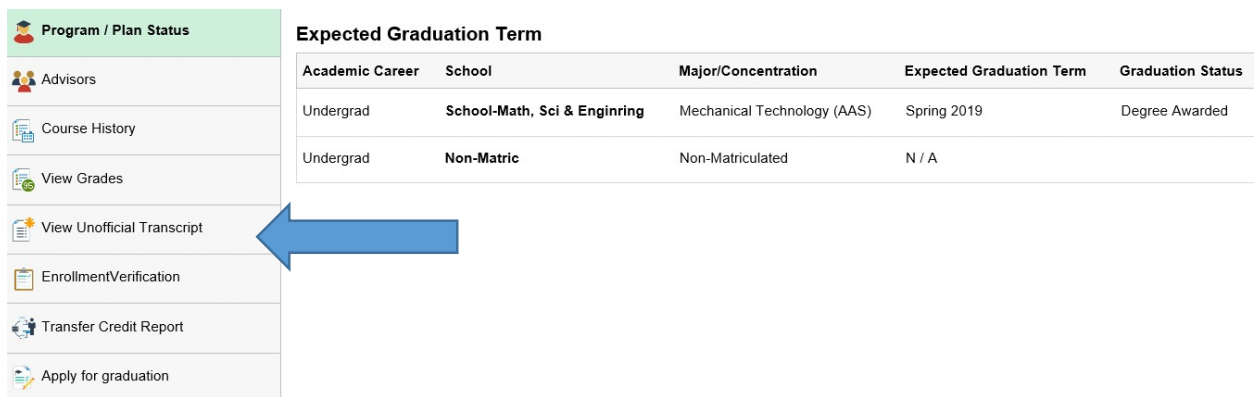
STEP 2:

Here you click onto the "*Academic Records*" Tile



STEP 3:

From the menu, select "*View Unofficial Transcript*"



STEP 4:

Make sure **Report Type** is set to **Student Unofficial Transcript**. Click **“Submit”**

A PDF of your **Unofficial Transcripts** will open

Westchester Community College

Program / Plan Status	View Report	View All Requested Reports
Advisors	New Request	Submit
Course History	Report Type Student Unofficial Transcript	
View Grades	Information For Students View course equivalencies through Student Center - Transfer Credit Report.	
View Unofficial Transcript	To view reports, your device should allow popups and have a PDF viewer.	
EnrollmentVerification		
Transfer Credit Report		
Apply for graduation		