

How to request an Official CU Transcript through MySCC Self-Service.

****Note that ONLY Current Students are able to request through MySCC**

- Log into [MySCC](#)

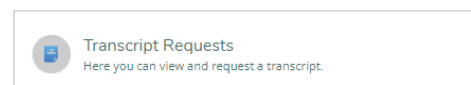


- Choose Self-Service Icon from Dashboard



Self-Service

- Select "Transcript Requests" section



- All former requests will be listed on the page- click "Add New Request" at the top

| Transcript Requests | | | | | | | |
|---------------------|-----------|-----------|---------|-------------|----------------|------------|---------------------------------|
| Transcript Requests | | | | | | | Add New Request |
| Produced | Requested | Recipient | Address | # of Copies | Amount Charged | Amount Due | Payment |

- Enter Recipient information & Submit
 - Information will be printed EXACTLY as entered on this page
 - Every field is limited to 60 characters total, including spaces
 - Characters past the 60 limit will appear on your screen but will NOT print

Request a Transcript

[Back to Transcript Requests](#)

**Please note that transcripts requested through MySCC are printed official copies and will be printed with the exact information entered. If address is unknown OR needs to be sent via email - please visit the Transcript Request page on the SCC website to complete an online form or PDF. Contact (828)339-4219 if assistance is needed.

Recipient *

Address *

☐ Outside US/Canada

Address Line 1 *

Address Line 2 *

City *

State/Province *

ZIP/Postal Code *

Copies *

Special Handling

Comments

[Cancel](#) [Submit](#)