

How to Retrieve Your Unofficial/Official Transcript

Step 1: Log into your HCC student account. You will be directed to your Student Homepage.



HCC | Houston Community College

Student System Sign In

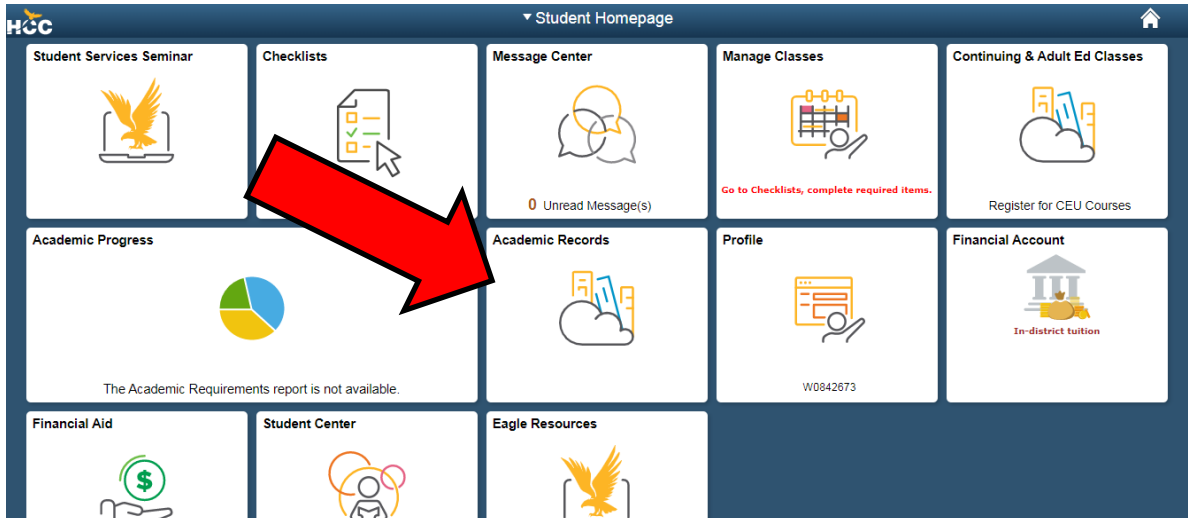
User ID
mary.rodriguez8

Password

Sign In

First Time or Forgot My User ID | Help | Reset My Password

Step 2: Click on “Academic Records:



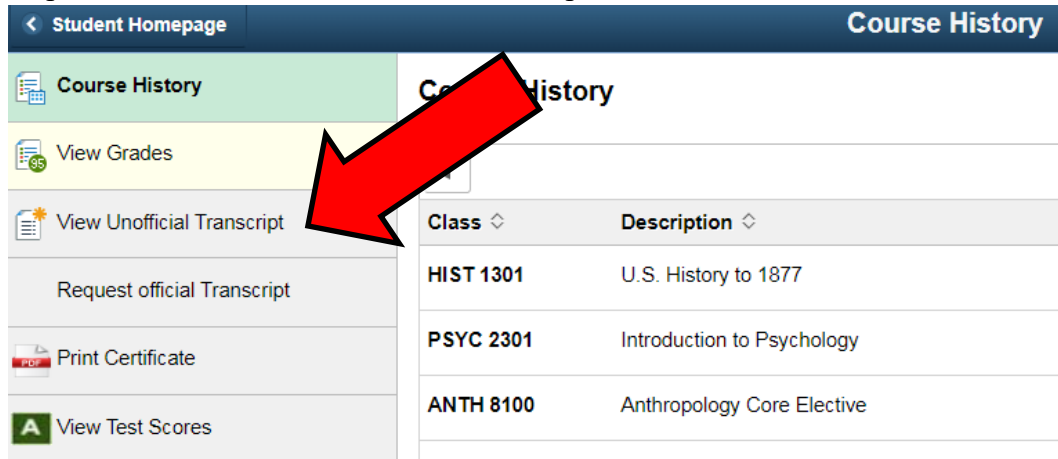
HCC Student Homepage

Student Services Seminar | Checklists | Message Center | Manage Classes | Continuing & Adult Ed Classes

Academic Progress | Academic Records | Profile | Financial Account

Financial Aid | Student Center | Eagle Resources

Step 3: Click on “View Unofficial Transcript”



Student Homepage | Course History

Course History

View Grades

View Unofficial Transcript

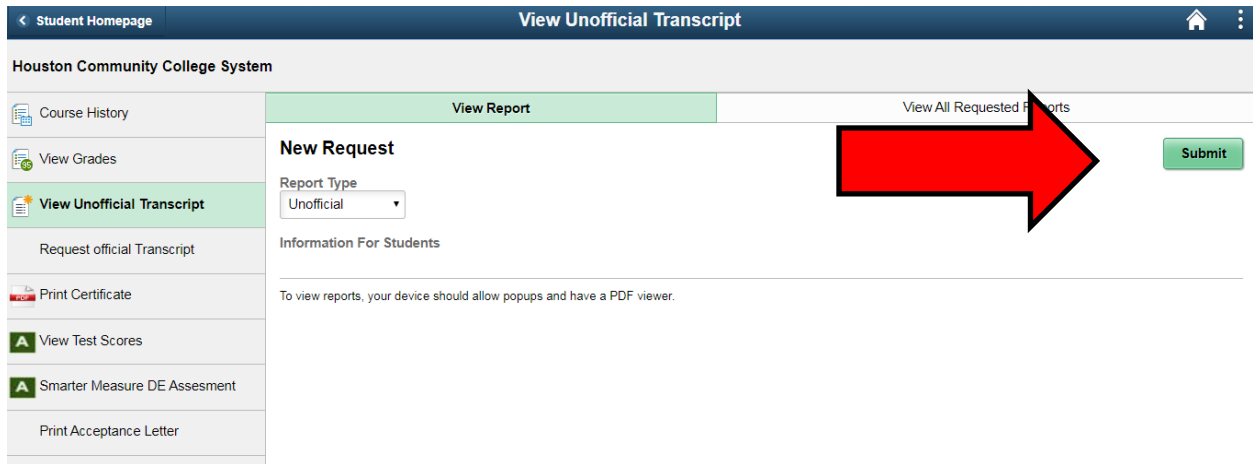
Request official Transcript

Print Certificate

View Test Scores

Class	Description
HIST 1301	U.S. History to 1877
PSYC 2301	Introduction to Psychology
ANTH 8100	Anthropology Core Elective

Step 4: Click on the green Submit button



The screenshot shows the 'View Unofficial Transcript' page on the Houston Community College System website. The page has a dark blue header with 'Student Homepage' and 'View Unofficial Transcript'. Below the header is a navigation menu with options like 'Course History', 'View Grades', 'View Unofficial Transcript', 'Request official Transcript', 'Print Certificate', 'View Test Scores', 'Smarter Measure DE Assessment', and 'Print Acceptance Letter'. The main content area is titled 'New Request' and includes a 'Report Type' dropdown menu set to 'Unofficial'. A green 'Submit' button is located on the right side of the page, with a large red arrow pointing to it. The page also includes a 'View Report' button and a 'View All Requested Reports' link.

Step 5: Your unofficial transcript with all your course history will populate. You will have access to save the document or print the document for your records.

Please note that every dual credit student with a course history will need to have an **official transcript sent to the institutions they are applying to** along with scholarship applications if required. This will allow your credits to be transferred to those institutions.

To do so you will need to follow the above steps and instead of clicking on “View Unofficial Transcript” you will click on “Request Official Transcript”

Please refer to the document titled *Official Transcript Options* for your preferred delivery method and note that fees may be required.

***TIP FROM THS COUNSELING OFFICE:

You can also go through the HCC website at <https://www.hccs.edu/resources-for/current-students/transcripts/> to request or send an HCC transcript to your high school or institution. Be sure to have the specific email or destination information needed to complete this part.

THS Registrars' office is who should receive your transcripts for all dual credit courses you take toward your THS credits and their information is located on the THS website under Campus-->Registrars office.