

How to Retrieve Your Unofficial 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

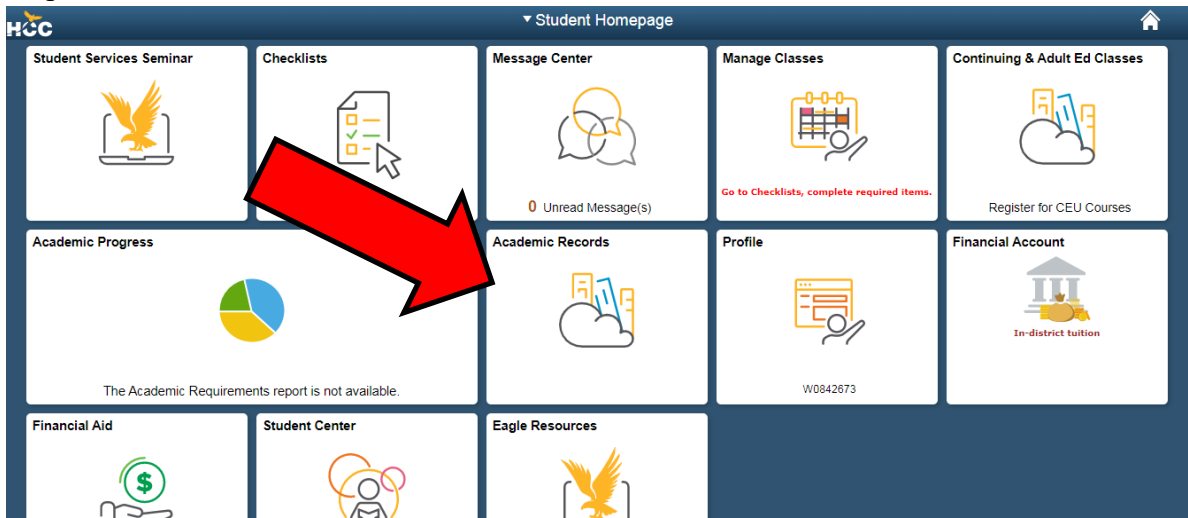
User ID
mary.rodriquez8

Password

Sign In

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

Step 2: Click on “Academic Records:



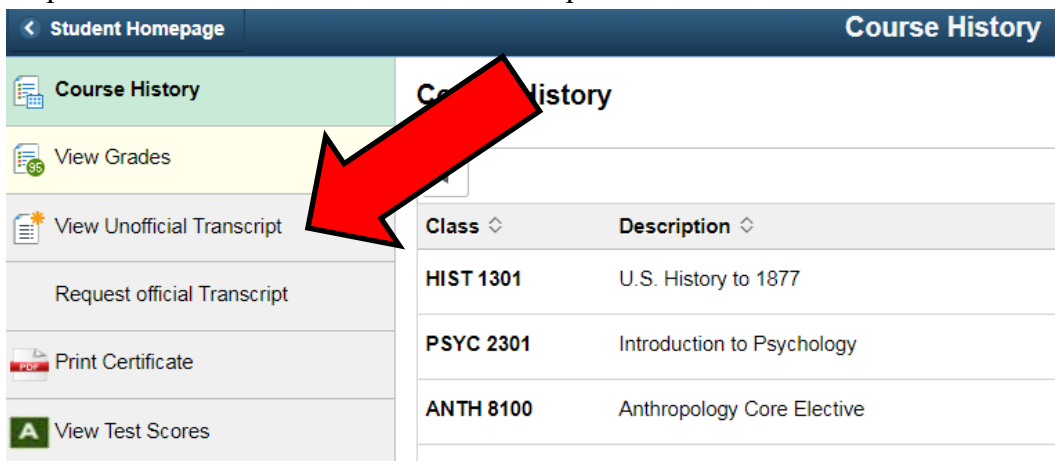
HCC Student Homepage

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 in the Houston Community College System. The page has a dark blue header with 'Student Homepage' and 'View Unofficial Transcript'. Below the header is a light gray sidebar with navigation options: 'Course History', 'View Grades', 'View Unofficial Transcript' (highlighted), 'Request official Transcript', 'Print Certificate', 'View Test Scores', 'Smarter Measure DE Assessment', and 'Print Acceptance Letter'. The main content area has a green 'View Report' button and a 'View All Requested Reports' link. Below this is a 'New Request' section with a 'Report Type' dropdown menu set to 'Unofficial'. A large red arrow points to the green 'Submit' button. Below the 'New Request' section is an 'Information For Students' section with a note: 'To view reports, your device should allow popups and have a PDF viewer.'

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”

You will have several options but I recommend you PDF send it directly from our institution to where you need it to go. There is a \$7 fee for each transcript.