

# TRANSCRIPT REQUESTS

## Transcript Requests

Valencia College has partnered with Parchment for official transcript ordering. To request your official transcript, you must complete and submit the request form online. There is a \$3 charge for each transcript request, additional charges may apply based on delivery option selected.

**Active Students:** You are considered an active student if you have registered for at least one course within the last three semesters. You must submit your Official Transcript Request through your MyVC account. For assistance with your MyVC (<http://catalog.valenciacollege.edu/records/transcriptrequests/myvc.valenciacollege.edu>) account please visit an First Stop Lab (<https://valenciacollege.edu/students/student-services/atlas-access-labs.php>).

**Inactive Students:** You are considered an inactive student if you have not registered for any courses in the last three semesters. Inactive students who are unable to access your MyVC account may setup a Parchment account ([https://www.parchment.com/u/registration/5564363/institution](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.credentials-inc.com%2Ftplus%2F%3FALUMTRO006750&data=05%7C01%7Ccrobinson%40valenciacollege.edu%7C893a64436b964e0a08a908dbbb7bd088%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C638309912670301503%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=kkoBKC35wcv8qouaxfzE7icEK%2BrlPquek0Bs0ottdZ4%3D&reserved=0) (<https://www.parchment.com/u/registration/5564363/institution/>) to request your official transcripts.

If you are currently enrolled in classes, or are planning to graduate at the end of the term, be sure to select “Hold for Grades” and/or “Hold for Degree” before the last day of the current semester to ensure the transcript sent is complete. If neither of these are selected, your transcript will be delivered within 5 business days. At the end of each semester, there could be a transcript order delay of up to one week to allow for processing of final grades.

Transcripts cannot be picked up on campus. Please allow sufficient time for processing and delivery when making a transcript request. We are not responsible for undeliverable transcripts. You must submit another request and pay any applicable fees to have the transcript resent.

For more information regarding transcripts, please visit: <https://valenciacollege.edu/admissions/transcripts/index.php> (<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fadmissions%2Ftranscripts%2Findex.php&data=05%7C01%7Ccrobinson%40valenciacollege.edu%7C893a64436b964e0a08a908dbbb7bd088%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C638309912670301503%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiil6lk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=AieLDJetUnGQlupaazRMkrHmdM9OGZX%2BEn3JkBxmqlI%3D&reserved=0>)