

# HOW TO Request UCC Transcripts

www.umpqua.edu *student self service*



If you don't remember your **student ID**, give us a call!



If you remember your student ID, but NOT your **PIN**, click on "Forgot PIN" to reset it and you will be able to sign in with your new PIN.

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*Main Menu*

- click on **Student**

2

*Student*

- click on **Student Records**
- click on **one of the following:**

## Academic Transcript

*Unofficial Transcripts*

(View and print your own unofficial transcript.)

Transcript Level:	All Levels	▼
Transcript Type:	Web Transcript	▼
<input type="button" value="Submit"/>		

Click Submit

## Request Printed Transcript

*Official Transcripts*

(Get a printed official copy sent to yourself or elsewhere.)

Transcript Request Address	
Select an address where your transcript should be delivered using your member or business. If you would like to pick up your transcript at UCC's Registration Office, click here.	
External College Code:	<input type="text"/> <a href="#">Look Up College Code</a>
One of Your Addresses:	None ▼
Issue to:	<input type="text"/>
<input type="button" value="Continue"/>	

Follow the instructions on each page to complete your request.



Transcripts requested for pick up will ONLY BE HELD for 30 days.



Requests are normally processed within 2-3 business days of receipt.

Need Help?

Transcript Office  
541-440-4604