

## Instructions for Requesting Official WCC Transcripts

### Request a WCC Transcript using SIS:

1. After you log in to the Student Information System, you can request a transcript:
2. Click the For Students button on the left
3. Click the Academic Summary button under that
4. Click the Request Official Transcript button under that
5. Fill in the requested information and submit the form

Note: If you have attended more than one community college, you need to set the user preferences to the college you need the transcript sent from.

After you are finished, do not forget to click the Logout button.

### Request a WCC Transcript using the paper request form (preferred for Health Profession program graduates):

Navigate to <http://www.wcc.vccs.edu/transcript-request> and click on the link within the sentence, "You can click here for a copy of the transcript request form" located just above the instructions for requesting the transcript using SIS (shown above).