

# Walla Walla Community College



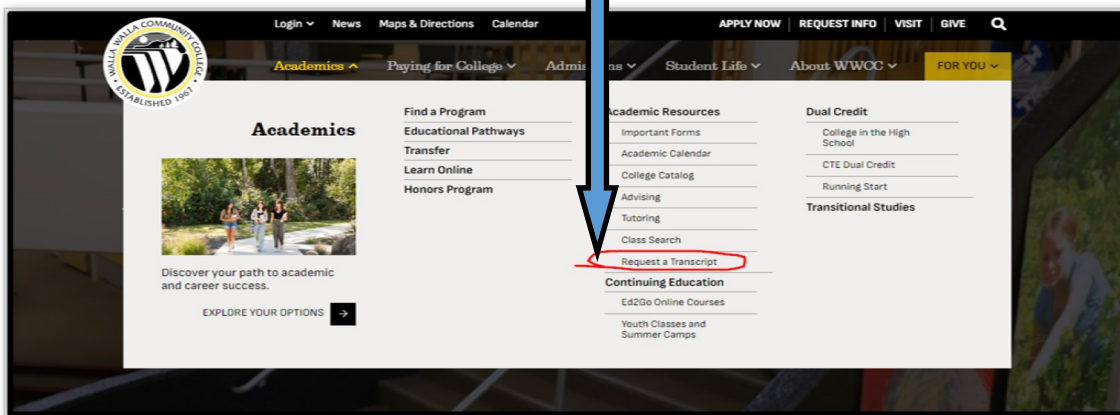
## How to Order Transcripts

1. Go to [wwcc.edu](http://wwcc.edu)
  - Use the dropdown menu under ACADEMICS
  - Look for [REQUEST A TRANSCRIPT](#)
- Also available by scrolling down the main web page, look under Frequently Visited Pages
2. The Request A Transcript page opens. Select Official Transcripts and ["Click here"](#)
3. Parchment opens. Enter your email to create an account or sign in.

### Step 1 Go to [wwcc.edu](http://wwcc.edu)

1. Use Academics dropdown to find [Request a Transcript](#)
2. OR Scroll down main page to find [Request a Transcript](#)

Request a Transcript



### Step 2 Official Transcript Tab

Select ["Click Here"](#)

*NOTE: For unofficial transcripts, select the Unofficial Transcripts tab and follow directions. Most schools require official transcripts.*

#### OFFICIAL TRANSCRIPTS

#### UNOFFICIAL TRANSCRIPTS

#### DIPLOMAS

##### Order with a Debit/Credit Card (Cost: \$10.00 + Shipping/Handling)

- [Click here](#) to order your transcripts
- [Follow the directions](#) and complete all the steps

Once you have completed all the steps, your order will be sent to Admissions. They will process it and prepare your transcripts to send.

##### Use this if paying by Cash/Check/Money Order or if you are TRIO student.

- [Click here](#) to order your transcripts
- Fill in all of the information and take it to the cashier at Business Services to pay
- After you have paid, take the form to Admissions.
- *Note: There is an additional \$5 charge for on demand/same day processing.*

Once you have turned the form into Admissions, they will process it and prepare your transcripts to send, or for pick-up, depending on what you choose. If you choose to pick-up your transcripts, you will need to present photo ID.

\*Current TRIO Students receive 2 free transcripts per year if requested with the form.

### Step 3 Enter Email

Enter email to create an account or sign in.  
Select a destination.  
If your destination does not load automatically, please type in the specific email or address.