

COC Transcript Request Information

1. Login to MyCanyons and click on order Official Transcript.
2. ALL CommonApp schools require a COC transcripts be sent **at time of application**.
3. **YOU** have to send a transcript to EACH CommonApp school.
4. Non-CommonApp schools have their own policies. Read their websites carefully for instructions.
5. UC/CSU do NOT want the COC transcript when you apply.
6. After you've applied, check your application portal for each school to see if they want a college transcript.
7. You can view your unofficial COC transcript in MyCanyons.
8. If you request **PAPER** transcripts to be mailed in regular US mail, the first two transcripts are free if you go **in person** to request them.

If you have any questions about COC transcripts, please ask COC Admissions and Records.

1 Online Requests

You can request official transcripts directly through My Canyons or through Credentials

College of the Canyons has appointed C transcripts on behalf of College of the C information as the printed transcript and during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of College of the Canyons and respond to any inquiries regarding the transactions. You can order official transcripts anytime, 24 hours a day.

THIS is the best option ALL schools when possible and especially for January 1-15 deadlines.



You will need a user name and password to use this option. If you do not have a user name and password, you can create one under the Student Profile through My Canyons. This will eliminate the need to come to the College, stand in line, or mail in a request. This service also allows you to check the status of your order and will communicate with you via email about your order. You may contact a customer service representative directly regarding your online transcript request Monday - Thursday 5:00AM-5:00PM, Friday 5:00AM-3:00PM by calling (847) 716-3005 .

2 In Person

Regular delivery means PAPER transcripts sent in US Mail. These take 7-10 days to be processed **BEFORE** being mailed and then it takes 7-10 days to be received by the school. Only use regular mail if you have to **AND** request it early enough to meet your deadline.

You may request your free transcripts in person. Your first two **regular-delivery** transcripts are free. The Admissions and Records office is located in Canyons Hall the Valencia campus and in Quad 1 on the Canyon Country campus.

3 Via Mail

If you wish to mail following informati

Don't do this! This would be for students who don't live in SCV and no longer attend COC.

s that includes the

- Name
- Other Last Name (if attended under other name)
- Student ID number or Social Security number
- Date of Birth
- Current Address
- Phone Number

1. When you click on the Official Transcript Request in MyCanyons you will get to this page:

COLLEGE OF THE CANYONS

College of the Canyons

Transcript Ordering Services

College of the Canyons

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

[Begin Order](#)

Information from College of the Canyons

ATTENTION: FedEx orders completed BEFORE 1pm will go out next business day. FedEx orders completed AFTER 1pm on the 2nd business day after being marked complete. Orders marked complete BEFORE 1pm on Thursday will be shipped out on Monday. For Admissions and Records office hours: [Click Here](#).

The Registrar Office takes responsibility for handling transcript requests in a prompt and efficient manner. However, we are not responsible for mishandling by the U.S. Post Office or the receiving school or agency.

*****SPECIAL**NOTICE*****

Title 5 of the California Code of Regulations provides that a student may receive the first two copies of academic transcript free of charge. In order to receive your free transcript(s) you MUST request this from College of the Canyons. You may request more than two free copies using the online service.

- ▶ Pricing and Payment
- ▶ Authorization Info
- ▶ Ordering Overview
- ▶ Electronic Transcripts
- ▶ FAQs

It is REALLY important that you READ all the information in the drop downs.

It is REALLY important to read the Electronic Transcript section since you have to SELECT the type of transcript when you place your order. You need to know the difference so you select the FASTEST and most SECURE option. Usually, electronic transcripts get to the school in 48 hours!

Once you understand how this works, click on the **Begin Order** button at the top of the page.

2. Request the type of transcript you need sent.

Please choose a service for this order

- Official Transcript - Regular Request - Deliver to Recipient
\$5.00 per copy
7 to 10 business days for processing + delivery time after receipt of signed authorization form.
- Official Transcript - Regular Request - Pick Up
IGETC/CSU CERTIFICATIONS WILL NOT BE ALLOWED for this option.
\$5.00 per copy
Pick up in Admissions and Records Office
Photo ID required
Allow 7 to 10 business days for processing after receipt of authorization.
- Official Transcript - Rush Request - Deliver to Recipient
IGETC/CSU CERTIFICATIONS WILL NOT BE ALLOWED for this option.
\$10.00 per copy
2 business day for processing after receipt of authorization + delivery time.
- Official Transcript - Rush Request - Pick up
IGETC/CSU CERTIFICATIONS WILL NOT BE ALLOWED for this option.
\$10.00 per copy
2 business day for processing after receipt of signed authorization. Photo ID required
- Official Transcript - On Demand Request - Pick up
IGETC/CSU CERTIFICATIONS WILL NOT BE ALLOWED for this option.
\$15.00 per copy
Available immediately after receipt of signed authorization.
Pickup at Valencia Campus or Canyon Country Campus

For **College Apps** that you want the transcript to be sent directly to the school—including **ELECTRONIC Transcripts**—select the first option.

RUSH REQUEST to deliver to Recipient—don't select if you can send an electronic transcript since the electronic transcript is the fastest. You won't be able to tell if an electronic transcript is available until later in this process. If it isn't and you need to get it there quickly, come back to this screen and change your selection.

If you want to **pick up** the transcript to deliver it to the school yourself (not recommended for most apps), you can request the 2nd, 4th, and 5th options.

3. Request WHEN to send

Tell us when to release your transcript(s)

Send Now

Hold for posting of current term grades for:

Fall Term
(Allow 3-4 weeks after term is completed)
(Forces "Regular Request Service")

Winter Term
(Allow 3-4 weeks after term is completed)
(Forces "Regular Request Service")

Spring Term
(Allow 3-4 weeks after term is completed)
(Forces "Regular Request Service")

Summer Term
(Allow 3-4 weeks after term is completed)
(Forces "Regular Request Service")

Hold Until After Degree is Posted:
(Forces "Regular Request Service")
Allow 6-8 weeks for processing

SEND NOW: Select for all apps with a deadline from Sept. 1st- Dec. 15th.

FALL TERM: Select for apps with a deadline from December 31st- February 1st.

SPRING TERM: Select for FINAL transcript if you are NOT receiving a degree **OR** if you are receiving a degree at the end of Summer term.

HOLD UNTIL AFTER DEGREE is POSTED for FINAL transcripts if you ARE getting a degree at the end of Spring term.

4. Request For Undergraduate Admission for Reason for Ordering

Other information required by College of the Canyons

Primary Reason for Ordering *Required

For General Education Certification

Optional: IMPORTANT: PLEASE CHOOSE ONE
If you are requesting IGETC, this will be used for your application.

Do I need General Education Certification? Yes No

CSU - General Education Certification - SELECT ONLY ONE

CSU - IGETC Certification - SELECT ONLY ONE

UC - IGETC Certification - SELECT ONLY ONE

If you are NOT transferring to the University of California or a California State University school, DO NOT CHECK ANY OF THE ABOVE 3 BOXES.

If you have selected RUSH processing and checked one of the above 3 boxes, please allow 2-4 business days for processing.

- Select a Reason for Ordering
- Select a Reason for Ordering
- For Myself
- For Me to Send/Deliver to Someone Else
- For Transfer Admission
- For Transfer of Courses Taken Elsewhere
- For a Reverse Transfer Degree Program
- For Undergraduate Admission
- For Graduate Admission
- For Employment
- For Board Certification
- For State Licensure
- For Some Other Reason

DON'T select General Education Certification until you **FINISH** the IGETC or CSUGE or both. This usually occurs at the end of spring term for most students and is marked on the request for a FINAL transcript.

Previous

Next

5. Follow the prompts to select the recipient(s).



A valid mailing address must be provided for all transcript requests from College of the Canyons; this includes any transcript that will be sent using an electronic delivery option. **If your order is eligible for an electronic delivery option, you will be shown that option *after* you have provided an address for the recipient.**

Please choose a type of recipient

- Search our Recipient Table
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

Select the recipient's state:

- Myself
- Select an Application S...
Choose this option for /
- Direct Access Code Loc...
Choose this option if yc
- Enter Recipient Manually

Searching for Recipient 1 in CALIFORNIA

Search

- UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT
- UNIVERSITY OF CALIFORNIA - RIVERSIDE
- UNIVERSITY OF CALIFORNIA-BERKELEY
- UNIVERSITY OF CALIFORNIA-LOS ANGELES
- UNIVERSITY OF CALIFORNIA-SAN DIEGO

Put "University of California" in the search tool to get to the UC schools.

6. BE CAREFUL to SELECT the CORRECT option for Undergraduate Admissions—it isn't always the first in the list.

Progress bar: Student Info, Order Options, Recipient(s) (highlighted), Summary, Payment.

Searching for Recipient 1 in CALIFORNIA

Search

Address	College/University type	Delivery Methods
STUDENT ADMISSIONS DAVID GEFKEN SCH OF MED-UCLA PO BOX 957035 LOS ANGELES CA 90095-7035	Graduate	Mail Only
OFFICE OF ADMISSIONS THE ANDERSON SCHOOL AT UCLA PO BOX 951488 LOS ANGELES CA 90095-1488	Graduate	Mail Only
DEPARTMENT of UCLA - EXTENSION PO BOX 24901 LOS ANGELES CA 90024-0901	Graduate	Mail Only
UNDERGRADUATE ADMISSIONS UNIV OF CALIF - LOS ANGELES 197 MURPHY HALL, BOX 951436 LOS ANGELES CA 90095-1436	Undergraduate	PDF Mail

My recipient was not found. I want to enter the address manually.

(A red arrow points from the text above to the Undergraduate Admissions row in the table.)

7. PDF Delivered to College/University **IS** an electronic transcript



Please choose a method for delivery of your transcript for Recipient 1

PDF Delivered to College/University

[? Tell Me More](#)

8. You can request up to 5 recipients at once. You will have to pay for each.



Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	UNIV OF CALIF - LOS ANGELES Undergraduate Adm	<input type="button" value="Remove"/> <input type="button" value="Update"/>
<input type="button" value="Add Recipient"/>				
Enter additional recipients (maximum of 5 allowed on this order)				

9. Make sure everything is correct before going to the PAYMENT site.

Basic Order Information
Edit

Service Type: Official Transcript - Regular Request - Deliver to Recipient

When to Send Transcript: Send Now

Primary Reason for Ordering: For Undergraduate Admission

Your Recipient(s)
Edit

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	PDF	UNIV OF CALIF - LOS ANGELES Undergraduate Adm

Summary of Charges for Your Order

School Transcript Charges:	\$5.00
Handling Charges:	\$0.00
Total Charge for This Transcript Order:	\$5.00