



How to Request Your Transcript

Official Transcript

- Order transcript(s) electronically through Parchment
- If you are a new user, select Create Account. If you are a returning user, you would log in using the email address and password that you used when creating your account. If you have forgotten your password, click “Forgot your password” to have a temporary one sent to your email. Be sure to change your password prior to logging off.
- Once you are logged in, follow prompts to complete steps 2-6 to request your transcript(s)

Unofficial Transcript

- Log into myGCC
- Click SIS
- Click Academic Records
- Click View Unofficial Transcript
- Follow the instructions to view/print unofficial transcript

There is a cost of \$3.00 for e-transcripts and a \$5.50 for transcripts to be sent by USPS (United States Postal Service). Transcripts can be overnighted with an additional cost to the student.