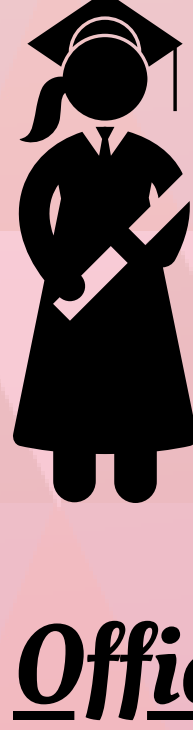


Guide to CCCC Transcripts



- A transcript is a list of all of the classes you have taken at CCCC, including the final grades for each course.
- You must initiate the request for transcripts to be sent to your schools of interest.
- Transcripts can be official or unofficial; colleges may accept either so this document will include instructions for both.
- You will need your CCCC Student Number or Social Security Number, the email address of your chosen school's Admissions Office, and a debit or credit card to complete your order for your official transcript.

Official Transcripts

This type of transcript is sent directly to your selected school from CCCC.

Step One: Navigate to <https://www.cccc.edu/registrar/transcript/>, and scroll to the Curriculum Transcript Section. Click on "Order Curriculum Transcript" towards the bottom of the section.

Curriculum Transcript

An official curriculum transcript is a copy of a student's entire curriculum level academic record for Central Carolina Community College. In recognition of the confidentiality of student records, an official transcript will be released only at the request of the student, except under due process of the law. Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: (1) the student owes an outstanding balance to the college, or (2) the student owes outstanding materials to the college.

Curriculum transcripts may be requested in person or online.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8am and 5pm Monday - Thursday or 8am and 3:30pm on Fridays. Summer hours may vary. In person requests will be charged a \$5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

To request a transcript online, please use the link below. Your Central Carolina Student ID number is REQUIRED for this service, not social security number. If you place an order without using your Student ID number, the order will be cancelled. Please contact the Registrar's Office at 919-718-7201 to obtain your Student ID number. Online requests will be charged a \$3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third party agency that provides the transcript management and certification system. Through this service, students can order:

- Paper Transcript sent via USPS first-class mail
- Electronic Transcript that is delivered to any valid email address as a secure PDF.

NOTE: For students that attended prior to 1997, electronic transcripts may not be available. Please contact Haley Thomas via email at hthom793@cccc.edu to inquire before placing an order.

Students wishing to order end of term transcripts, please wait two days after the semester has ended to submit your request. Students waiting for degrees to be posted, please submit your request after graduation.

The Registrar's Office will process orders within one to two business days, but once it is processed - it is delivered!

[Order Curriculum Transcript \(only\) Online Now](#)

Step Two: This will take you to the Parchment Website. Create a new account- I suggest you use a personal email for this account, but you can use your CCCC/school email if you don't have one.

Home | Support | Contact Us

CENTRAL CAROLINA COMMUNITY COLLEGE

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Central Carolina Community College Transcript Ordering Portal

Welcome, would you like to [log in](#) or [create a new account](#)?

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Step Three: Click "Create Account" to begin

Register | Documents

New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your **Email** and **Password** to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

[Create Account](#)

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#) [Sign In](#)

Step Four: Fill out the requested info to create an account. You will need either your CCCC ID number or your Social Security Number. CCCC ID can be found in Aviso. Your "graduation date" will be the current semester

Home | Support | Contact Us

CENTRAL CAROLINA COMMUNITY COLLEGE

1. Login or Register

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NOTE: If you have already created an account, please [login](#).

Address Details

First Name:

Middle Name:

Last Name:

Street Address:

Address Line 2:

Make sure to keep scrolling and fill out all info, especially those items with a red asterisk!

Step Five: Once your account is created, you can place your order

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Central Carolina Community College Transcript Ordering Portal

Hello Timarie!

Through this service, students can order:

- Paper Transcript sent via USPS first-class mail
- Electronic Transcript that is delivered to any valid email address as a secure PDF.
- Students wishing to order end of term transcripts please wait for two days after the semester has ended to enter your request. Students waiting for degrees to be posted please submit your request after graduation.
- The Registrar's Office will process orders within one to two business days, but once it is processed – it is delivered! **New!**

[Order Now!](#)

Note: Students may only request curriculum transcripts through this service. If you are wishing to send continuing education transcripts (example: Certified Nursing Assistant, Phlebotomy Technician, Jobs Now, etc.) or Adult High School transcripts please call 919-718-7789. GED transcripts are requested through the North Carolina GED Office.

Step Six: Select which type of transcript you'd like. Schools will accept either, but if you are in a time crunch then electronic will be faster

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Documents

Please select the document type that is appropriate for you and your intended recipient.

eTranscript
Order a secure, certified PDF of your transcript. Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. To avoid potential problems with spam...
\$3.75

Paper Transcript - Mail Delivery
Order a paper copy of your official transcript. Orders are generally processed within 1-3 business days (up to 5-7 days for high volume periods in January, May, and August). All paper transcripts are...
\$3.75

Step Seven: ****IMPORTANT** The Recipient Name and email address MUST belong the school you are applying to in order for the transcript to be official. DO NOT send it to yourself, your parent/guardian, your counselor, your advisor, etc. You will need the email address for the school's Admissions Office in order to send transcripts, and you can enter "(Your School) Admissions" for Recipient Name**

Order Options

Delivery Mode: **Electronic**

Recipient Name*

*Required

Email Address*

Enter the recipient's email address for delivery

Confirm Email Address *

Enter the recipient's email address for delivery

Purpose for Request *

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

[Add Another Item](#) [Continue](#)

Step Eight: Review your order details and click "check out". Follow the remaining steps, including payment, in order to send you transcripts

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

6. Review Order

Your Shopping Cart Contents

Total Items: 1 Amount: \$3.75

Qty.	Document Name	Unit	Total
1	eTranscript	\$3.75	\$3.75

Delivery Mode - Electronic

Recipient Name - [REDACTED]

Email Address - [REDACTED]

Document Date - 11/10/2021 8:30:23

Subtotal: \$3.75

[Update Shopping Cart](#) [Continue Shopping](#) [Checkout](#)

Unofficial Transcripts

This type of transcript is sent by you to your selected school. All schools will eventually need an official copy, but some will accept an unofficial to start the application process.

Step One: Login to portal.cccc.edu (if you are unable to log in, please contact the CCCC Helpdesk at 919- 718-7397), and click on "Aviso" icon

Single Sign-On Portal

Logged in as: [REDACTED]@cougarmail.cccc.edu | [Log Out](#) | [Manage Your Account Settings](#)

Size: **Large** | [Change](#)

Aviso

Blackboard

Cougarmail

COVID Reporting Form

Etrieve Forms

First-time Student Questionnaire

Library Resources

Student Satisfaction Survey

Upswing

WebAdvisor

Step Two: From the Aviso Profile screen, click on the "Transcripts" tab

Home | Profile | **Transcripts** | Messages (1) | Resources

College Transfer Pathway

[View Plan](#)

Profile

Courses

Transcript

Test Scores

Cumulative GPA: 4.000

Cumulative GPA Credits: 16.00

Cumulative Credits: 16.00

Course	Name	Final	Credits
Fall 2021			
CJC-111	Intro to Criminal Justice		0.00
HS-132	American History II		0.00
MAT-172	Precalculus Trigonometry		0.00
Summer 2021			
ART-111	Art Appreciation	A	3.00
MAT-171	Precalculus Algebra	A	4.00
Spring 2021			
SOC-210	Introduction to Sociology	A	3.00

Step Three: On your mouse or trackpad, right-click to bring up the Actions menu. Once there, click on "Print"

PortaGuard Single Sign-On

PortaGuard Single Sign-On

Profile - Aviso

New Tab

Home | Profile | **Transcript** | Messages (1) | Resources

College Transfer Pathway

[View Plan](#)

Profile

Courses

Transcript

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MAT-172	Precalculus Trigonometry		0.00
Summer 2021			
ART-111	Art Appreciation	A	3.00
MAT-171	Precalculus Algebra	A	4.00
Spring 2021			
SOC-210	Introduction to Sociology	A	3.00

Print

1 sheet of paper

Destination: Color Printer HP Color LaserJet Enterprise MFP E85700 (Toshiba 457)

Pages: 1

Copies: 1

Color: Black and white

More settings

Cancel Print

Step Four: Under "Destination", select "Save as PDF" then click "Print". This will save an unofficial copy on your desktop for you to send to your schools of choice

PortaGuard Single Sign-On

PortaGuard Single Sign-On

Profile - Aviso

New Tab

Home | Profile | **Transcript** | Messages (1) | Resources

College Transfer Pathway

[View Plan](#)

Profile

Courses

Transcript

Test Scores

Cumulative GPA: 4.000

Cumulative GPA Credits: 16.00

Cumulative Credits: 16.00

Course	Name	Final	Credits
Fall 2021			
CJC-111	Intro to Criminal Justice		0.00
HS-132	American History II		0.00
MAT-172	Precalculus Trigonometry		0.00
Summer 2021			
ART-111	Art Appreciation	A	3.00
MAT-171	Precalculus Algebra	A	4.00
Spring 2021			
SOC-210	Introduction to Sociology	A	3.00

Print

1 sheet of paper

Destination: Color Printer HP Color LaserJet Enterprise MFP E85700 (Toshiba 457)

Pages: 1

Copies: 1

Color: Black and white

More settings

Cancel Print

Frequently Asked Questions

- Is there a way to send my official transcript to multiple schools at once? Unfortunately, no. You will need to fill out a request on Parchment for each school you wish to send a copy to.
- Will the transcript show the grades of the classes I am currently in? The CCCC transcript will show them as "in progress", but they will not show grades until the class has concluded and the registrar has processed final grades (approximately 2 days after the semester ends)
- How long will it take for my school of choice to receive my transcript? The Business Office will process transcript requests in 1-2 business days. Electronic transcripts will go through immediately once processed, mailed transcripts will take at least 3-5 business days