How to Request a Transcript – Student Instructions

**Audience**
The following instructions are intended for use by students.

**Purpose**
This document gives instructions on how to request a transcript from the student perspective.

**Instructions**

1. Login to your myGCC using the username you received when you filled out your application. Use the password you created.

2. If you have not set up your username or password or do not remember it, click on **Look up your username and set your password**.

3. Select **VCCS SIS: Student Information System**

4. You should be brought to the **Self Service** menu, click **Academic Records**
5. Click **Request Official Transcript**

6. Type the person/university/college you would like the transcript to be sent to in the **Send To box**

7. Click **Edit Address** and type the rest of the address *(you do not need to indicate the Jurisdiction Code)*

8. Then click **Submit**

**To print an Unofficial Transcript**

Repeat steps 1-4 above only select **View Unofficial Transcript**

1. **Academic Institution** – Click the down arrow and select Germanna
2. **Report Type** – click the down arrow and select **Unofficial Transcript**
3. **Click go**
4. When unofficial transcript populates right-click and select **Print**

Your transcript will be processed in 7 to 10 business days. If you are unable to log into your myGCC please fill out the Transcript Request Form located under Admissions → Admissions Forms. Transcripts are only sent via United States Postal Service (USPS). Germanna Community College does not fax or email official or unofficial transcripts.