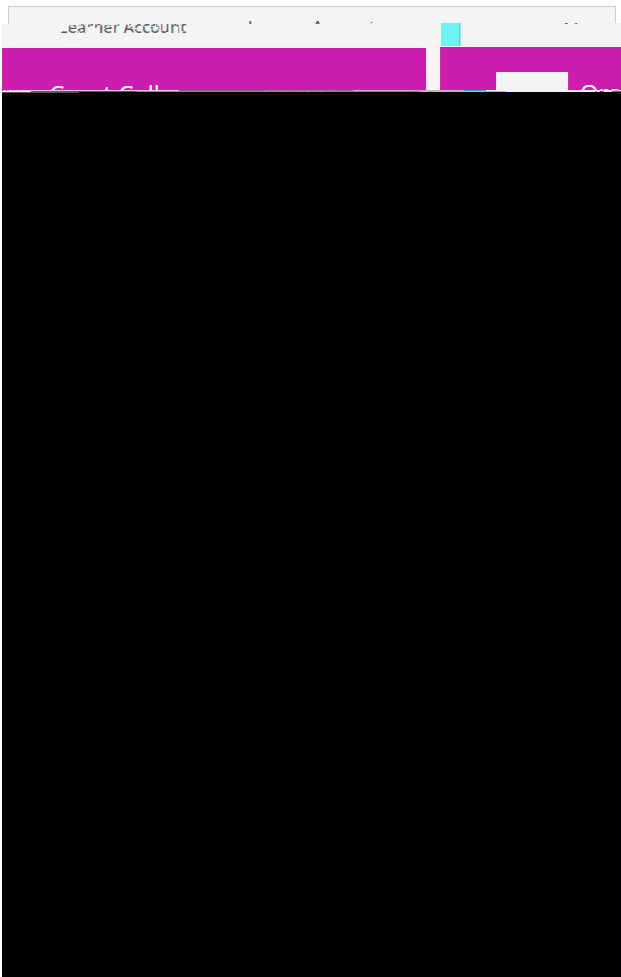Orange Coast College has moved our Transcript ordering to Parchment! Here is a step   -by -step guide to our new ordering storefront.

The first thing you are going to do is create a Parchment account. This will allow you to save your personal and student information as well as check your order status and make any updates you need to.

Enter your email on the first screen. If you have an account already, the next page will ask for your password.

If you don't, you will be directed to create an account:

ENTER YOUR PERSONAL INFORMATION

thekoliviers@gmail.com

* Month Of Birth   * Day Of Birth   * Year Of Birth

* Highest Level Of Edu

ENTER YOUR CONTACT INFORMATION

* Cell Phone

United States of America

* Address 1

Address 2

* City   * State/Province   * Postal Code

CHOOSE A PASSWORD

* Password   * Retype Password

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

Click Create Account & Continue. It will need you to confirm your email by sending you a verification email . You can either click the link in the email or copy and paste the code in the box.

Account Config

To create your account, we need to confirm a
valid email address

We just sent you a confirmation

To gain access to your account, please check and enter the
provided registration code below.

Submit

Please check your see the email. Having trouble?
Re-send My Verification Email | Start Over | Parchment Support

* All items marked with a red asterisk

Once your account is created and confirmed, you can enter   your enrollment information for Orange Coast College.
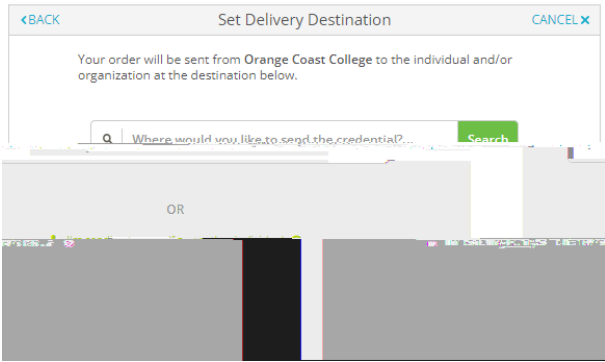
NAME
DOB
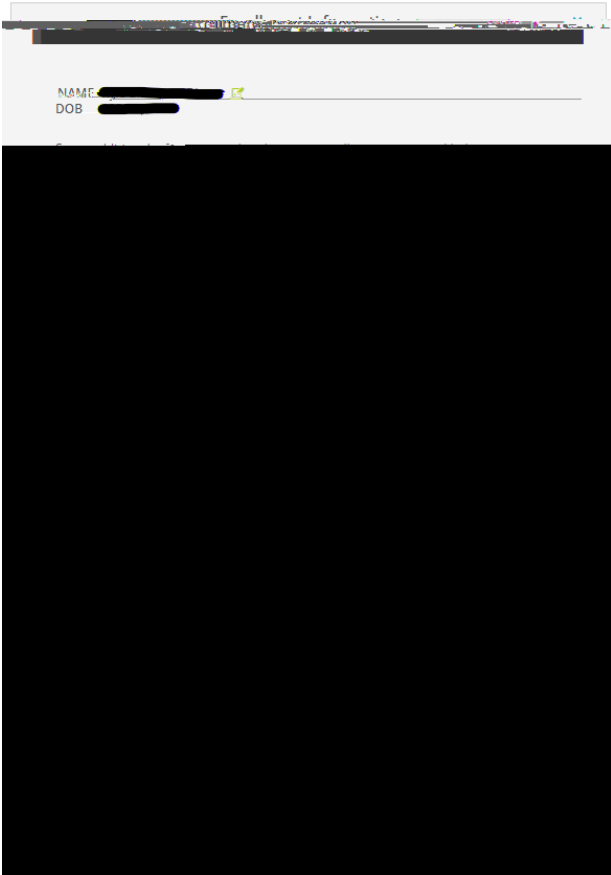
Notes:
- x If you enter that you are currently attending, it will give you the option of holding your order for grades or for a pending degree/certificate. If you indicate that you are not currently att ending, you will not be given that option. You will also need to enter the expected graduation year. This does not have to be accurate. Give your best guess.
- x If you do not remember your Student ID, you don't have to enter it. However, it will expedite the   processing of your transcript if you provide either a Student ID or a Social Security Number. Neither one is required.

You can create the account and not submit an order by checking the box or you can proceed to the order form by just hitting Continue.

Available Credentials   CANCEL x
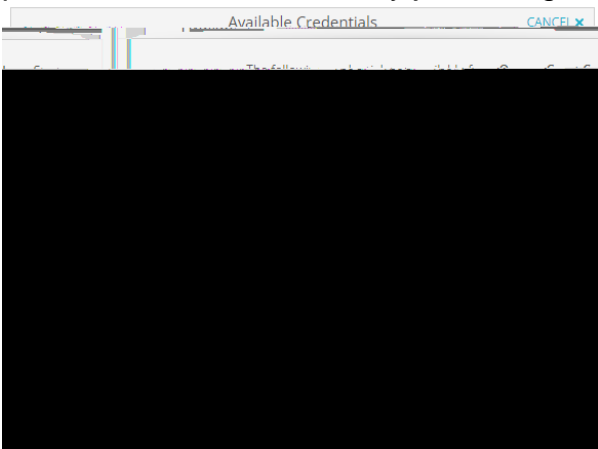
Select your processing option. Note that if you need a CSU or IGETC Certification, you may not select the Rush Processing.
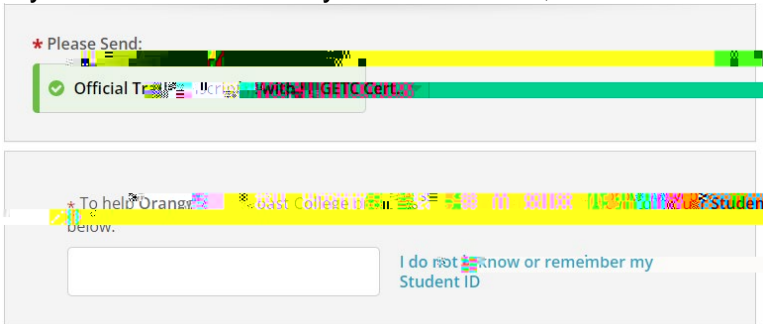

Tell us where to send your transcript. Type the name of your school in the search box or click the link below it to enter your recip   ient's information manually.
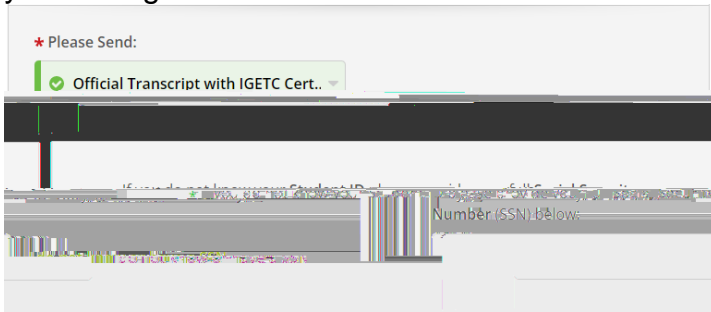
If you r recipient accepts CSU or IGETC Certifications, the option will be available on this page:
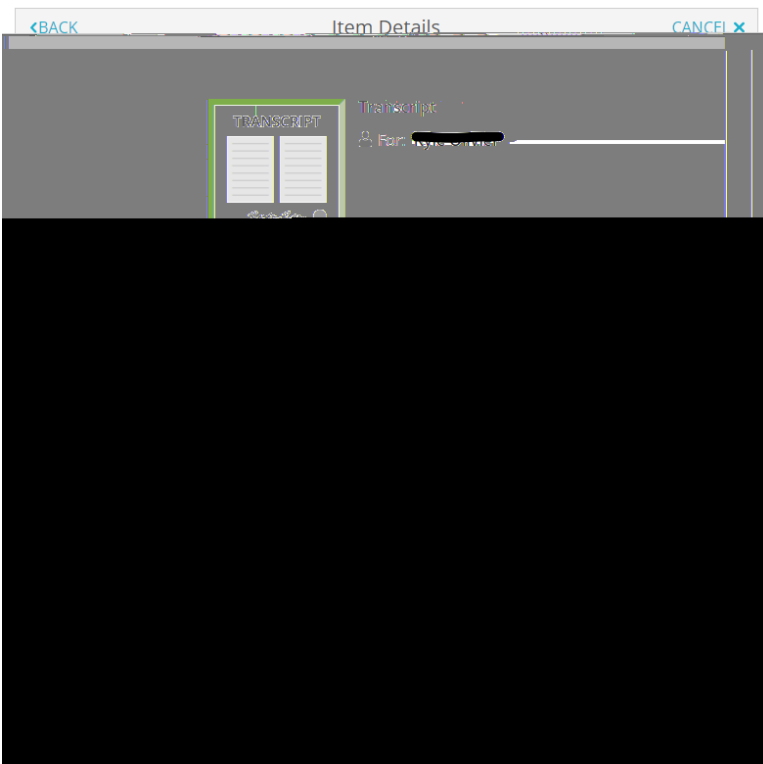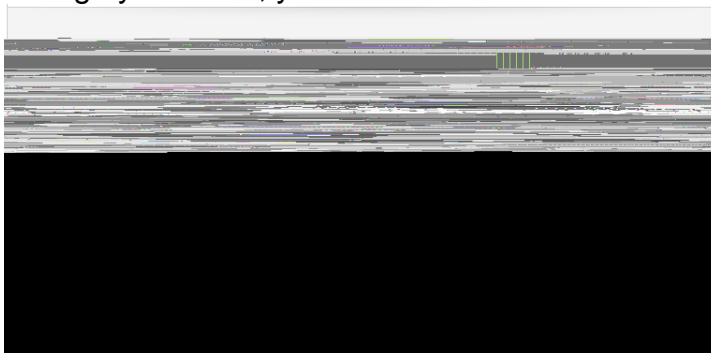

If you don't remember your ID number, click the link next to the input box:
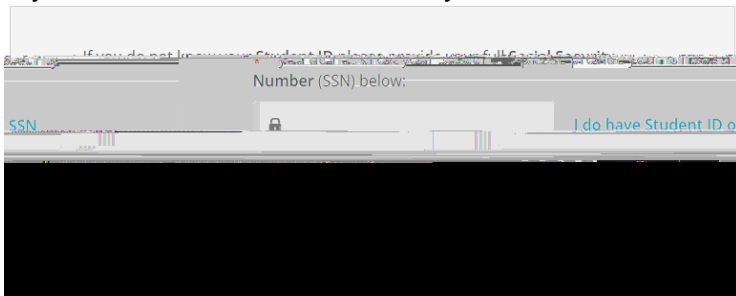
It will prompt you to enter your Social Security Number. If you don't know it or have a SSN, you can again click the link.

You will receive a message that your order may be delayed without the information. If you change your mind, you can click the link   and enter your information.
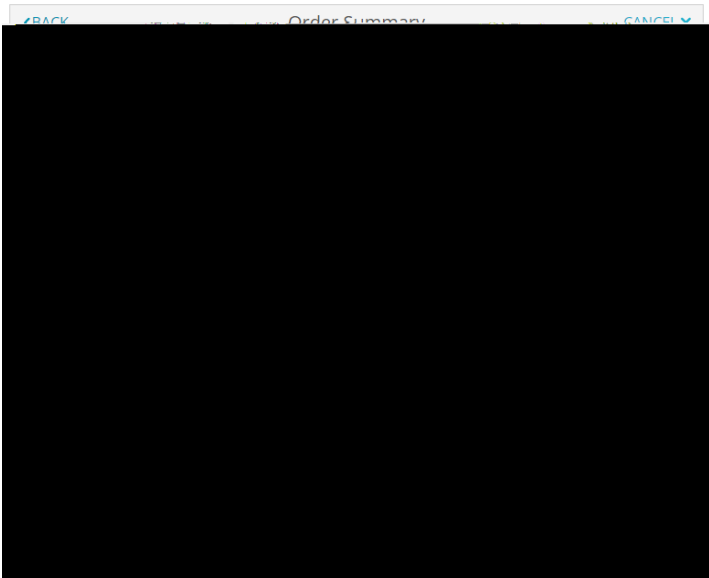

If you have an attachment that you want included with your order, you can add it here:

To complete your order, you will need to   complete the consent. You can sign with your mouse or finger in the box, type your full name in the boxes and check the certification box.

On your order summary page you can add another transcript or complete the order.

The last page will be the payment page if a payment is required. Enter your payment method and submit.

If you have any questions or concerns, please contact us at occtranscripts@occ.cccd.edu . We will respond to your email in 1 -2 business days.