

# HOW Request UCC Transcripts

*Student Self Service*

1

*Log In*

- [www.umpqua.edu](http://www.umpqua.edu)
- Select Student & Employee Self Service

2

*Main Menu*

- Click on **Student**

3

*Student*

- Click on **Student Records**
- Click on **Academic Transcript Request**

## *Official Transcripts Request*

Follow the link to  
order offi-

Academic Transcript Options

OFFICIAL TRANSCRIPT REQUESTS: Click [here](#) to request official transcripts. The [National Student Clearing House](#) has been designated by Umpqua Community College as the official transcript requests.

UNOFFICIAL TRANSCRIPT REQUESTS: Use the drop down menus below to access an unofficial transcript. You may select the transcript level and transcript type that you want. The transcript level refers to the level of work on the transcript, such as undergraduate work or certificates. The transcript type selection allows you to select from the formats available. If there is a transcript available to retrieve your transcript.

Transcript Level:

Transcript Type:

## *Unofficial Transcripts*

Click Submit

**Need Help?**

Registration &  
Records

**541-440-4648**