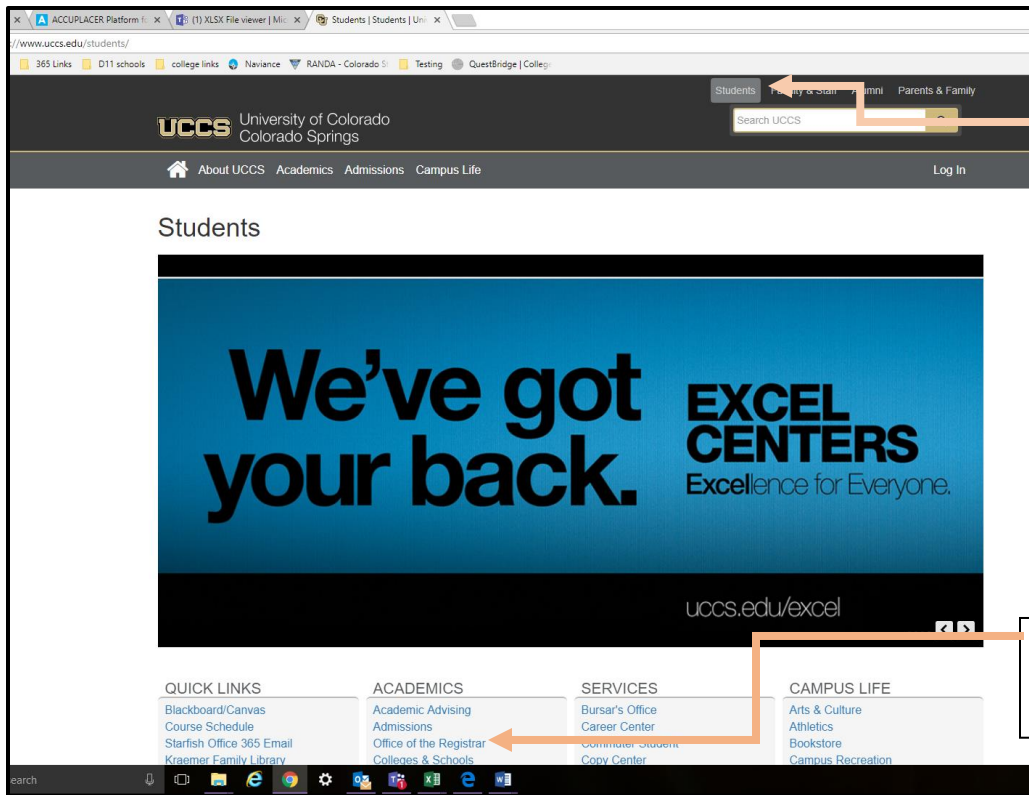
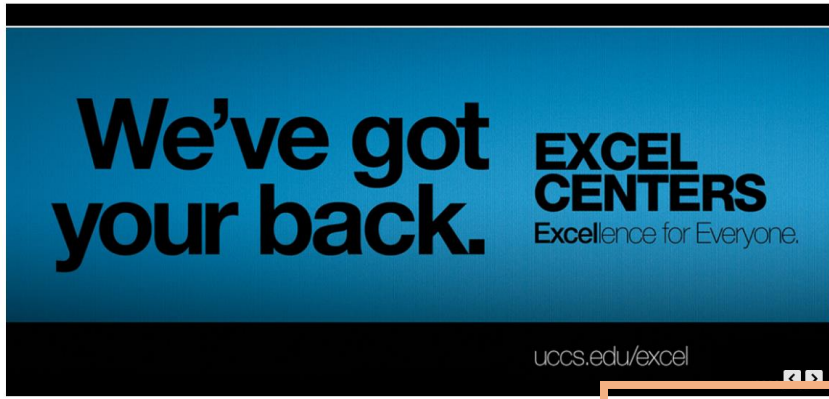


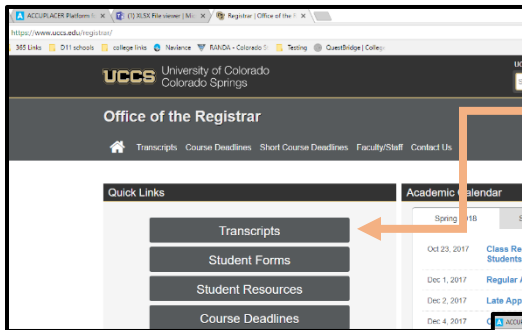
# How to Request a UCCS Transcript



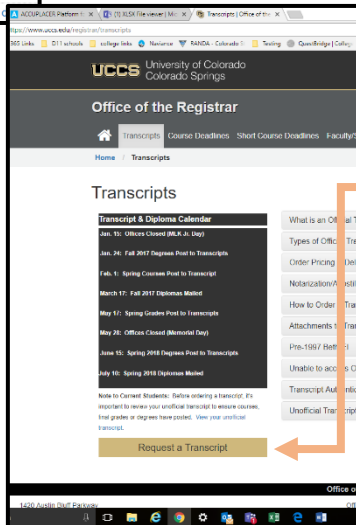
1. On the UCCS Site, Click Students.



2. Click Office of the Registrar



3. Click Transcripts



4. Click Request a Transcript

**UCCS** Office of the Registrar  
UNIVERSITY OF COLORADO COLORADO SPRINGS

Transcript Processing  
Phone: (719) 255-3361  
Fax: (719) 255-3116  
[registrar@uccs.edu](mailto:registrar@uccs.edu)

1. Login or Register    2. Select Documents    3. Order Details    4. Provide Consent    5. Payment    6. Review Order

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:

5. Click Create Account

Authentication Details

Date of Birth:  -  -

Year Graduated or Year Last Attended:

Degree Received or Degree Sought:

Name While Attending:

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Dates Attended:  to

Last 4 SSN:  \* (eg. 1234)

Student ID:  Student ID

6. Fill in as many of the questions as you can. For any questions that you don't know, leave them blank.

For Degree Received, Type "High School CU Suced".

If you don't know your UCCS Student ID, Leave Blank.

### Additional Information:

1. Transcripts cost \$10.
2. You can order transcripts using your Social Security Number (no student number necessary).
3. PPCC will need Official Transcripts.
4. Transcripts can be e-mailed to: [records@ppcc.edu](mailto:records@ppcc.edu)
  - a. Or they can be mailed to:

Name: PPCC  
 Address 1: Records, Campus Box C-8  
 Address 2: 5675 South Academy Blvd.  
 City, State: Colorado Springs, CO  
 Zip: 80906