

Requesting Transcripts from RCC

Getting your RCC Transcript

<https://www.roguecc.edu/enrollmentServices/transcripts.asp>

If you have taken classes at Rogue Community College, then you have a transcript. There are many reasons you might need your college transcript; most commonly, transcripts may be required for employment or when applying or transferring to another college.

National Student
Clearing House
[Order your official
RCC transcript here](#)

Official Transcripts

IMPORTANT: Due to COVID-19 precautions, RCC staff will be working remotely. National Student Clearinghouse electronic orders are processed daily Monday-Thursday. Mail requests through the Clearinghouse and paper requests to SOU or OSU DPP will be processed weekly. Allow 5-7 business days for mail requests to be processed.

- \$6 per transcript destination, \$1 per additional transcript to same location. Allow 3-5 business days for normal processing and standard USPS mail.
- \$25 Express 2-day mail fee (optional), only to destinations in the U.S.
- Free: Transcripts to Southern Oregon University and Oregon State University Degree Partnership Program are free of charge. To order transcripts to SOU or OSU DPP, please submit the paper form: [SOU and OSU DPP Transcript Request](#).
- All other official [RCC transcript requests](#) can be ordered through the RCC's page at the National Student Clearinghouse ordering form.
- For colleges and universities who order and transcripts, please order through the Clearinghouse as our preferred manner of receipt, otherwise mail your request form and payment to Rogue Community College PO BOX 3678, Portland, OR 97208-3678

[ORDER TRANSCRIPT\(S\) >](#)

What you need to know about Official Transcripts:

What is an official transcript?

An official transcript is the University's certified statement of your academic record. The official transcript is printed on security sensitive paper and contains the University seal and signature of the University Registrar. An official transcript is in a sealed institutional envelope.

- Official transcripts cannot be faxed or emailed.
 - DO NOT OPEN your official transcripts. They must be sealed in the envelope you received them in.
 - For release of your transcript, your student account must be current, with no past due balances.
 - On your transcript request, you may request that your transcript be held until:
 - Current term grades are posted
 - Degree notation
 - Alpha Zeta Pi Notation
 - Grade Change
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Unofficial RCC Transcripts

What is an unofficial transcript?

An unofficial transcript is the student's academic record without signature, seal, date, or sealed envelope. You may get an unofficial transcript off of myRogue or if you open an official college transcript.

How do I access my unofficial transcript?

Students can access their unofficial transcript online through their [myRogue account](#). You need to know your RCC ID number to do this.

User Name: Please use your 7-digit RCC ID or your RCC Student Email or the User Name you setup on your RCC online admissions application. To reset or create a new password, click "Forgot your Password?"

Need Help Finding Your RCC ID Number?

- Email studentonlinesupport@roquecc.edu from your personal email (not the D6 email) and give them your first and last name. Tell them you are a student or recent graduate of Crater Academy of Health and Public Service and need to access your unofficial transcript. Ask if they can please assist you by providing your RCC ID so you can log into your [myRogue account](#).
- Check your email frequently to see if RCC responded to your email.