



# HOLMES COMMUNITY COLLEGE

## ADMISSIONS & RECORDS

### ORDERING A HOLMES TRANSCRIPT

**The best way to request your transcript is through your MyHolmes account.**

- Login to your MyHolmes account
- Click on the "ACADEMICS/CAREER-TECHNICAL" icon
- Click on "Request Holmes Transcript" under "HELPFUL LINKS"

#### **No MyHolmes account?**

- Go to [www.holmescc.edu](http://www.holmescc.edu)
- Click on the menu bars on the right side of the screen
- Under Future Students, Click Admissions
- Under Inside This Section, click "Ordering a Holmes Transcript"
- Click the Parchment link on the web

#### **Important Notes about Transcript Requests:**

- The \$8.00 charge for transcript processing will be incurred immediately upon transcript request, even for students with holds on their accounts. Mail requests will incur an additional charge for shipping.
- The "Send Now" option includes courses in progress.
- The "Hold for Grades" and "Hold for Degree" options are for the current semester only, and transcripts requested with these options will be sent after grades and degrees have been fully processed for the current semester.
- Current Dual Enrollment students should not submit transcript requests. Transcripts for Dual Enrollment students cannot be sent until the Holmes Admissions Office has received the students' final, official high school transcript.
- Helpful videos on how to create an account and send transcripts through Parchment are located on the "Ordering a Holmes Transcript" page of the Holmes website.
- To check the status of an existing transcript request, you may log back in to your Parchment account at any time. You will also receive notifications in the email you provide to Parchment notifying you of your transcript request status.
- Parchment has a chat feature if you have questions for their support team.