



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CLASS SCHEDULE | EMPLOYEE EMAIL | DIRECTORIES | BOARD MEETING AGENDA | QUICKLINKS ▢



ABOUT STUDENTS FUTURE STUDENTS COVID-19 INFORMATION EMPLOYEES SAN DIEGO PROMISE

HOME > STUDENTS > TRANSCRIPTS

## STUDENTS

MYSDCCD

CANVAS

STUDENT EMAIL AND  
M365

ACADEMIC PROGRAMS

COLLEGE CATALOGS

COLLEGE POLICIES

FORMS & DOCUMENTS

TRANSPORTATION &  
PARKING INFORMATION

HANDSHAKE

## REGISTRATION

SCHEDULE OF  
CLASSES

REGISTRATION

## TRANSCRIPTS

All coursework completed at **San Diego City, Mesa or Miramar College** is included on one transcript. There is no need to request a transcript from each (City, Mesa, Miramar) college.

For **College of Continuing Education students**, please [click here](#) or visit: <https://sdcce.edu/services/transcripts>.

### UNOFFICIAL

**Unofficial Transcripts** can be requested online free of cost. Unofficial transcripts are used for student personal use and do not serve as an official transcript or verification of work completed.

- **Current students** may view their unofficial transcript through [mySDCCD](#).
- **Former students** may request their unofficial transcript through: <https://unofficialtranscript.sdccd.edu>
- **Records Pre-1980:** unofficial transcript is not available (see more information below)

### OFFICIAL

Official transcripts can be ordered online or in person. The first two transcripts issued are free of charge. All subsequent orders are \$5.00 per transcript.

### ONLINE ORDERS

Students can order transcripts through our transcript partner, **Parchment** (credit

INFORMATION

HIGH SCHOOL STUDENTS

DATES & DEADLINES

TUITION AND FEES

NEED TO KNOW

CAMPUS SAFETY

COMPLAINT PROCESS

CONSUMER INFORMATION

STUDENT PRIVACY & FERPA

DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

STUDENT SERVICES

ASSOCIATED STUDENTS

EVALUATIONS

FINANCIAL AID / SCHOLARSHIP

GRADES & TRANSCRIPTS

DREAMERS SUPPORT

HONORS INFORMATION

or debit cards only):

- **Current students** of San Diego City, Mesa, or Miramar College, or those with a mySDCCD account, may order transcripts directly through their [mySDCCD student portal](#).
- **Former students** of San Diego City, Mesa or Miramar Colleges, or those who do not have a [mySDCCD](#) account, may order transcripts directly through [Parchment by clicking on this link](#).
- **Records Pre-1980:** Order official transcript through [Parchment by clicking on this link](#).
- Hard copy transcripts ordered online will be mailed in 1-2 business days.
- If the receiving institution accepts electronic transcripts, the transcript will be sent electronically the same day.
- To check your online order status, go to: <https://www.parchment.com/u/order/track> and log into your Parchment account to track an order.
- For any assistance regarding an order placed through Parchment, please go to: [www.parchment.com/chat-support](http://www.parchment.com/chat-support).

IN-PERSON ORDERS

Hand-delivered transcripts must be ordered in person at the District Office at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883. Summer Hours of operation (06/05/23 - 08/04/23): Monday - Thursday 8:00 a.m. to 5:00 p.m., and Friday the District will be closed.

- Hand-delivered transcript requests ordered at the District Office are considered "RUSH" orders. Due to the special handling required, an additional \$10.00 "RUSH" fee will be applied.
- **Third Party Authorization:** If another person is ordering and/or picking up your transcript, you need to provide a written letter or complete the [Transcript Request Form](#). Be sure to include personal identifying information such as: name, birthdate, and student ID number or SSN, and the person's name who is requesting the transcript on your behalf. A photo ID will be required.

**NOTE:** Transcripts sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.

Click [here](#) for information regarding transcripts from previous colleges/universities attended.

SUPPORT SERVICES

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TITLE IX

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**TRANSCRIPTS**

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**TRANSCRIPT REQUEST  
FORM**

TRANSCRIPT  
EVALUATIONS

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VETERANS / ACTIVE  
DUTY

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VOLUNTEER CONNECT

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For information on how to **send transcripts to** the SDCCD, please visit the site below:

<https://www.sdccd.edu/students/evaluations/transcripts-information.aspx>



**SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT**

**San Diego Community College District  
3375 Camino Del Rio South  
San Diego, California 92108**

San Diego Community College District  
San Diego City College  
San Diego Mesa College  
San Diego Miramar College  
San Diego College of Continuing Education

About EmplcStudeStater  
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