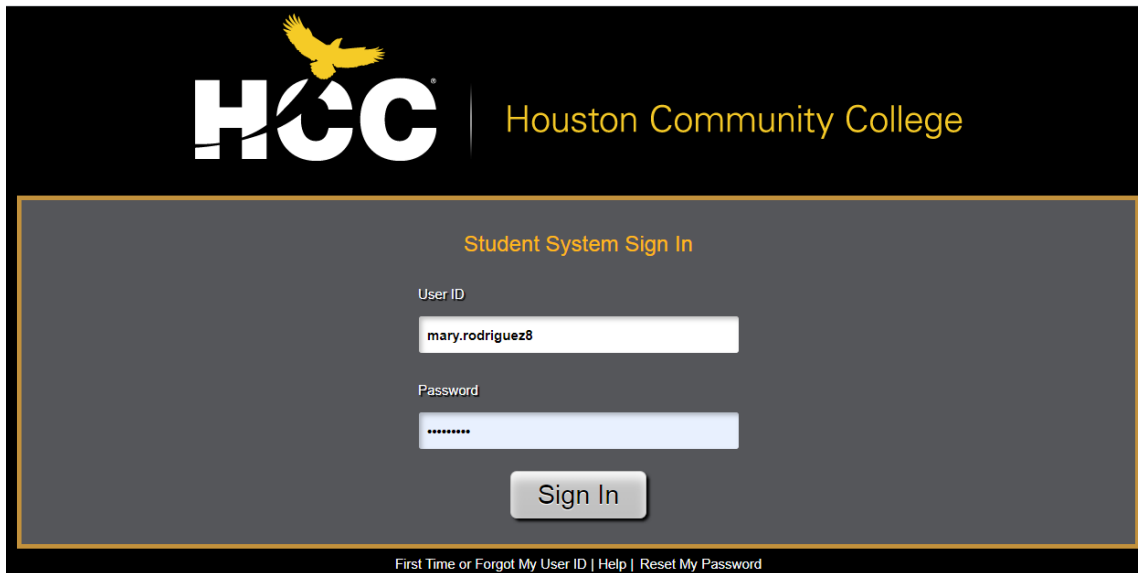


# How to Retrieve Your HCC Unofficial Transcript

Step 1: Log into your HCC student account. You will be directed to your Student Homepage.



**HCC** | Houston Community College

Student System Sign In

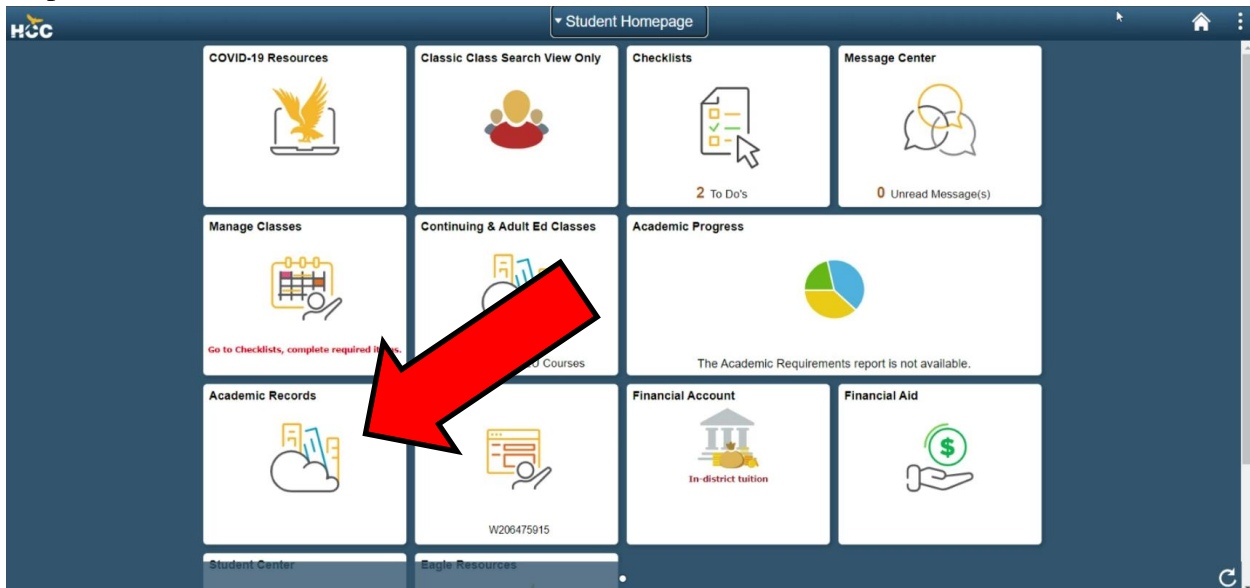
User ID  
mary.rodriguez8

Password  
\*\*\*\*\*

Sign In

First Time or Forgot My User ID | Help | Reset My Password

Step 2: Click on “Academic Records”



Student Homepage

COVID-19 Resources

Classic Class Search View Only

Checklists

Message Center

2 To Do's

0 Unread Message(s)

Manage Classes

Continuing & Adult Ed Classes

Academic Progress

Go to Checklists, complete required courses

The Academic Requirements report is not available.

Academic Records

Financial Account

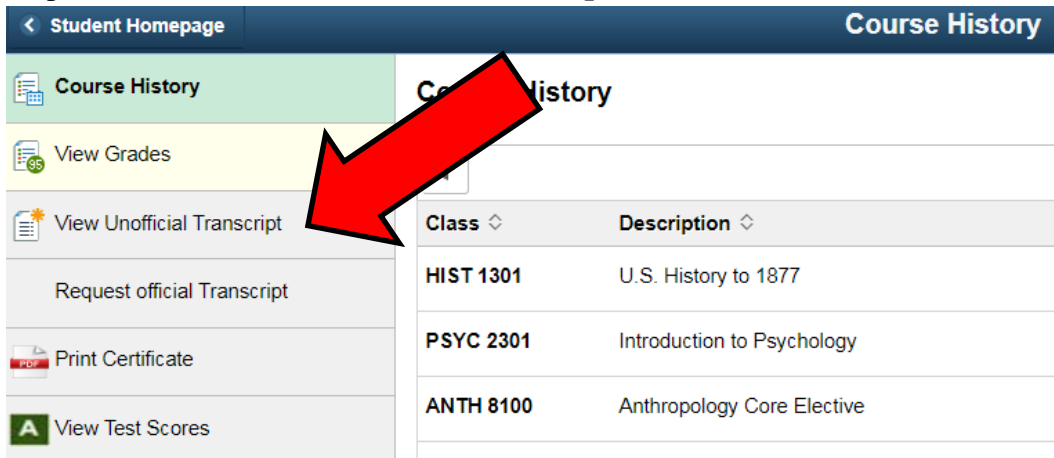
Financial Aid

In-district tuition

Student Center

Eagle Resources

Step 3: Click on “View Unofficial Transcript”



Student Homepage

Course History

Course History

View Grades

View Unofficial Transcript

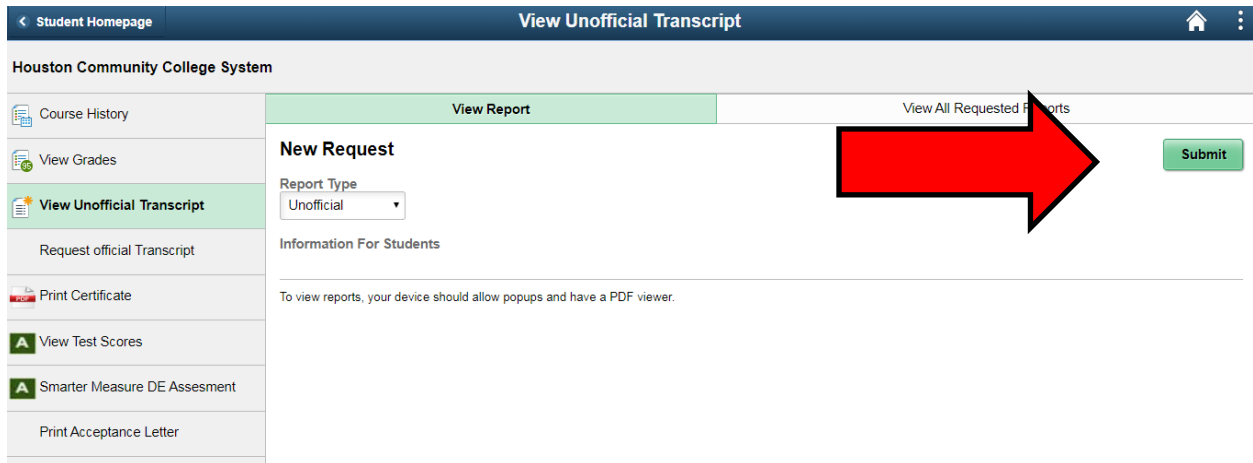
Request official Transcript

Print Certificate

View Test Scores

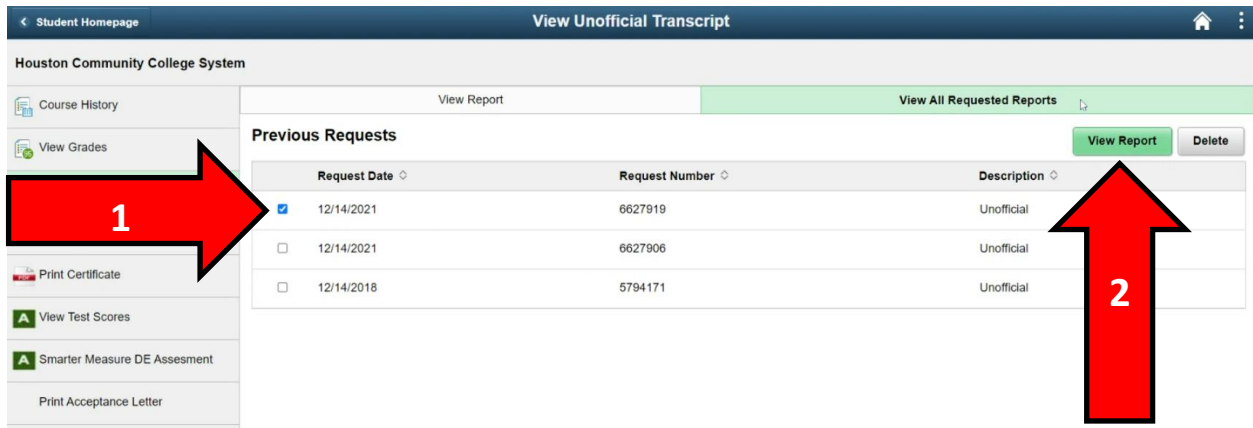
Class	Description
HIST 1301	U.S. History to 1877
PSYC 2301	Introduction to Psychology
ANTH 8100	Anthropology Core Elective
ARTS 1001	Art History I

Step 4: Click on the green “Submit” button



The screenshot shows the 'View Unofficial Transcript' page in the Houston Community College System. The page has a dark blue header with 'Student Homepage' and 'View Unofficial Transcript'. Below the header, there's a navigation bar with 'View Report' and 'View All Requested Reports'. The main content area is titled 'New Request' and includes a 'Report Type' dropdown menu set to 'Unofficial'. A green 'Submit' button is located on the right side of the form. A large red arrow points from the 'Submit' button towards the left.

Step 5: A list of requests will appear. Click the **checkbox** next to today’s date, and then click the green “View Report” button.



The screenshot shows the 'View Unofficial Transcript' page with a list of 'Previous Requests'. The table has columns for 'Request Date', 'Request Number', and 'Description'. The first row has a checked checkbox next to the date '12/14/2021'. A red arrow labeled '1' points to this checkbox. The 'View Report' button is highlighted in green, and a red arrow labeled '2' points to it.

Request Date	Request Number	Description
<input checked="" type="checkbox"/> 12/14/2021	6627919	Unofficial
<input type="checkbox"/> 12/14/2021	6627906	Unofficial
<input type="checkbox"/> 12/14/2018	5794171	Unofficial

Step 6: Your unofficial transcript with all your course history will populate. You will have access to save the document or print the document for your records.

Please note that every dual credit student with a course history will need to have an official transcript sent to the institutions they are applying to along with scholarship applications if required. This will allow your credits to be transferred to those institutions.

To do so you will need to follow the above steps and instead of clicking on “View Unofficial Transcript” you will click on “Request Official Transcript”

You will have several options but I recommend you send it directly from our institution to where you need it to go. There is a \$7 fee for each transcript.