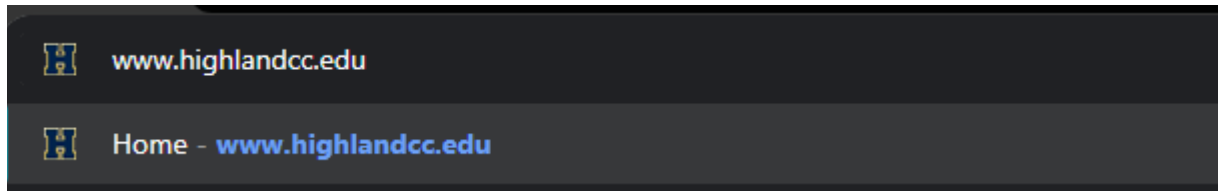


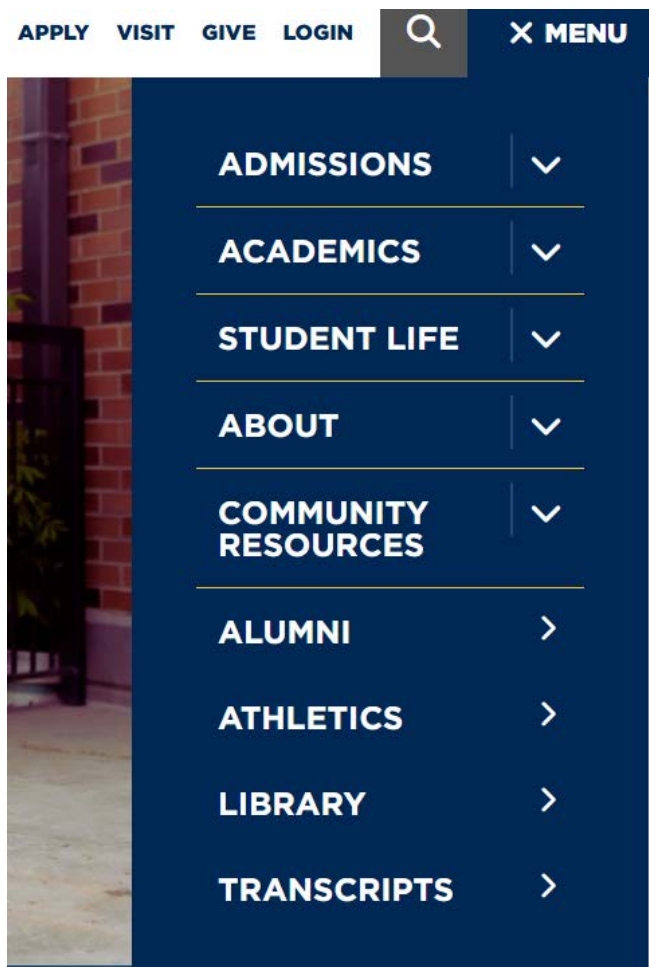
Step 1: Log on to highlandcc.edu



Step 2: Select the "Menu" tab in the upper right corner



Step 3: Select "Transcript" at the bottom of the drop-down menu



Step 4: Read over "Request an Official Transcript" and click "Order Transcripts"

IN THIS SECTION

Contact Us Registrar Office

✉ registrar@highlandcc.edu

A transcript is a certified, official copy of a student's permanent academic record. It contains confidential information and cannot be released without the student's written permission and signature.

REQUEST AN OFFICIAL TRANSCRIPT

HCC uses the National Student Clearinghouse (NSC) as our online service provider to provide secure online ordering and delivery of your HCC transcript. It is FAST, easy, safe, and available 24/7.

You will need:

- The mailing or email address of where you want your transcript sent. If you are sending your transcript to another college, check their website to obtain their address or email information.
- A major credit or debit card. Your card will only be charged after your transcript has been sent.


You will receive email and/or text message updates to track the progress of your transcript request. Just enter your personal email address and/or cell phone number when you place your order.

In-Person: In-person requests will be accepted only at the main campus in Highland. Make your request at the Registrar's Office, Highland Community College, 606 West Main Street, Highland, KS. Our transcript hours are Monday through Friday, 8:00 AM to 4:30 PM. Please have your Student ID or driver's license available for identification purposes.

[Order Transcripts >>](#)

Step 5: Navigate our HCC National Student Clearinghouse Ordering Portal

Transcript Ordering Center

[Help](#)

School Notifications

Transcript Processing Information

Please Read Carefully Before Ordering

Processing Timeline

- Transcripts are processed in the order they are received.
- Most requests are completed within 2 business days, excluding peak times (end of semester, holidays, etc.).

Account Holds

- Before placing an order, log in to your MyHCC account to ensure all holds have been resolved.
- **Orders with holds will not be processed** and will be **cancelled 30 days** after you are notified of the hold.

Important Note

- **Highland Community College** is located in **Highland, Kansas** and is **not affiliated** with any institutions outside the state of Kansas.

How to Order

- Transcript requests can be submitted online 24/7.

In-Person Pick-Up

- Office hours for transcript pick-up may vary.
- Please call ahead to confirm availability before visiting campus.

Step 6: Navigate to the bottom of the National Student Clearinghouse page and order transcripts

Terms of Use

- **Permitted Use of Service** - The public ordering site is designed and intended to be used exclusively by students and alumni ordering their own transcripts. Any use of the service outside of this specific purpose is strictly prohibited and constitutes a violation of our [Terms of Use](#) which may result in potential legal action.
- **Your Information** - The personal identifiers you provide as part of your order, which may include your social security number and/or student ID, will be transmitted to your institution to locate your education records and create your transcript. By providing such information, you authorize the use and disclosure of the provided personal identifiers for this purpose.

[Order Transcript\(s\) >](#)

[View Transcript Order Status](#)