

## How do I obtain an official college transcript listing my Manchester Community College (MCC) courses, college credits, and grades earned through the Running Start Program?

*Here's what you need to do to obtain a transcript request form via your computer:*

1. Go to [www.mccnh.edu](http://www.mccnh.edu)
2. Click on Academics at the top of the page
3. Then, click on Forms to Download
4. Scroll down to the Transcript Request form (under Taking Classes at MCC)

Print a copy of the Transcript Request Form. Complete the form (*you don't need to include your MCC ID# if you don't know it*), then sign it, and send it or bring it to the college address listed at the bottom of the form. **Don't forget to include the specific department at your college that should receive your transcript.** You can have a copy of your transcript sent to your home and/or to one or more colleges. There is no fee for requesting transcripts from MCC.

When should you request your transcript from MCC? It is advisable to request your transcript **AFTER** your grades have been submitted by your instructor. It is also recommended that you request your transcript, listing all MCC courses taken, **AFTER** you graduate from high school. The summer is an ideal time to request your transcript before you begin your freshman year at your college.

Then, what's next? At least 2 weeks after you have requested your transcript be sent to a college, you should check with that college to find out if it has received your transcript. In the event the college has not received your transcript and it has been 4 weeks since you sent in your request, then please contact me at [mwheelock@ccsnh.edu](mailto:mwheelock@ccsnh.edu) or 603-206-8016.

You can also go to the Student Information System (SIS) for an *unofficial* copy of your transcript. Just go to [www.mccnh.edu](http://www.mccnh.edu) and click on Current Students, then Online Student Accounts, then SIS. You can make unlimited copies of your *unofficial* transcript. Your PIN (personal identification number) is needed to access SIS. Contact our Registrar at 603-206-8121 or [eperron@ccsnh.edu](mailto:eperron@ccsnh.edu) if you need help.

**NEW ITEM:** If you go to [www.NHTRANSFER.org](http://www.NHTRANSFER.org) you will find helpful information about transferring your college courses to the University System of NH colleges (Granite State, Keene State, Plymouth State, UNH/Durham and UNH/Manchester) and other participating NH colleges (Colby Sawyer, New England College, Rivier, and Southern NH University).

That should do it. Please let me know if the college you plan to attend or are currently attending accepts your MCC credits. By the way, if a college wants more info about your courses, you can access our catalog at [www.mccnh.edu](http://www.mccnh.edu) and print a copy of the relevant course descriptions. I can also send you a course content outline for each Manchester Community College course. Additional Running Start information is available at [www.ccsnh.edu/prs](http://www.ccsnh.edu/prs)

I wish you much success with your college and career plans.

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