

Online Transcript Requests


Student with records **before summer 1987** will need to order their transcript using the transcript request form .

These older records do not show in the online system.

If you have records **both before and after summer 1987**, the prior history transcript will print with your transcript request .

Current RRCC students:

Go to www.rrcc.edu

Click on "The Rock" icon 

Enter your User ID # ("S" number) – use a capital "S"

Enter your Password

(If you have forgotten your User ID or password you may click on "Forgot User ID" or "Forgot Password")

Click on the "Student" tab

Click on "Request Official Transcript"

Follow directions under "Ordering Directions" below.

Students who have **not attended RRCC for a year or more:**

Go to www.rrcc.edu

Click on "Student Records"



Click on the "My Community Ed" icon

Enter your User ID # ("S" number) – use a capital "S"

Enter your Password

(If you have forgotten your User ID or password you may click on "Forgot User ID" or "Forgot Password")

Click "Login"

Click on "Student Menu"

Click on "Student Records Menu"

Click on "Request Official Transcript"

Follow directions under "Ordering Directions" below.

If you are having problems:

Please contact Kathy Moore at kathy.moore@rrcc.edu or by calling 303-914-6352.

For technical support – 1-888-800-9198

Ordering Directions:

If you want to have your transcript mailed to another school:

You can utilize the External College Code field, or simply type the name and address of the school into the appropriate fields. In a few cases, the mailing address obtained by using a specific college code is not the most complete address to obtain the quickest delivery to the receiving school. In some cases, it is better to type the mailing address into the address fields provided.

If you want to have your transcript mailed to your home:

Leave the "External Code" blank

Chose the correct address from the "One of Your Addresses" field

Enter your name in the "Issue to" field

Click on "Continue"

Select "Mailed within 1 week" from the "Transcript Type" pull-down menu

Note: We typically mail transcripts ordered online in less than a week

Complete the mailing address fields with your mailing address.

It is not necessary to enter information in the Nation field unless your transcript will be mailed out of the country.

Your telephone number is also not needed for an online request.

Click on "Continue"

Click on "Submit Request"

Note: Transcripts are mailed from RRCC by U.S. (Standard) first-class mail.

The only rush option we offer is Federal Express, at a cost of \$20.00.

For this method you must:

Provide a physical address and phone number. Federal Express will not deliver to a P.O. Box

Your request must be paid and received in our office before 11:00 a.m.

Requests received after this time will be mailed by the requested method the next business day.

If you want to pick up your transcript at RRCC:

Leave the "External Code" blank

Enter your name into the "Issue to" field

Click on "continue"

From the "Transcript Type" field drop-down menu, select "pick up in 3 days"

Click on "Continue"

Click on "Submit Request"

Review your order

To view your transcript online or to print an unofficial copy of your transcript

Click on the "Unofficial Transcript" link at the bottom of the page.

Click on "Unofficial Transcript"