

Note: Student Records from before summer semester 1996 are not viewable online and transcripts for grades earned before summer 1996 semester cannot be ordered online. Contact Kathy Moore at kathy.moore@rrcc.edu or by calling 303-914-6352 for assistance.

Go to www.rrcc.edu,

Click on the “My Community Ed” icon

This is located on the far-right Log-In column in the green options bar.

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

Enter your PIN #

(If you have forgotten your User ID or PIN you may click on ‘Forgot User ID’ or ‘Forgot PIN’.)

Click “Login”

Click on “Student Menu”

Click on “Student Records Menu”

Click on “Official Transcript Request”

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. Contact Kathy Moore if you have questions.

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

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”

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 Federal Express orders, please contact Kathy Moore at kathy.moore@rrcc.edu or by calling 303-914-6352 for assistance.

Click on “Submit Request”

If you want to pick up your transcript at RRCC:

DO NOT ENTER OUR COLLEGE CODE if you intend to pick up your transcript at Red Rocks Community College! Entering our college code commands the software system to mail your transcript here—to Red Rocks!

If you want to pick up your transcript, enter your name into the “Issue to” field and click the continue button.

From the Transcript Type field drop-down menu, select “pick up in 3 days”
It is usually not necessary to change any of the default selections on the next page.

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”