



HOW TO REQUEST TRANSCRIPTS

If you don't know your X-number call Registration and Records at 630-466-2370. If you need your password reset call TAC at 630-466-4357.

Unofficial Transcripts – Free

1. Go to www.waubonsee.edu/mywcc
2. Log in with your X-Number and password
3. Click Self-Service
4. Click Student Services
5. Click Student Records
6. Select View Unofficial Transcripts
7. Click Submit for all levels
8. Scroll to View Transcript
9. Click "Print this Page" to print transcript

Official Transcripts

Requesting transcripts through mywcc is the preferred method. Students who authenticate through their mywcc login will not be required to submit an additional authorization form.

*****Please note, electronic transcripts sent directly to the student are typically considered unofficial. For more information on options, contact Registration and Records. *****

Mywcc - \$5.00

1. Log in to your mywcc account
2. Click the For Students button
3. Scroll and Click Registration and Records
4. Click Learn more in the Transcript box
5. Click on Credentials Solutions secure site link
Review the instructions and additional information
6. Click on "Order PDF Transcript(s)" to order a transcript to be sent electronically or "Order Paper Hard-Copy Transcript(s)" to order a paper copy to be mailed.
Follow the provided instructions to complete your order.
8. Keep your order number so you can track your order.

Online - \$5.00

1. Go to www.waubonsee.edu/transcript
2. Select "Order a Transcript"
3. Select **Waubonsee Community College**
4. Review the instructions and additional information
5. Click on "Order PDF Transcript(s)" to order a transcript to be sent electronically or "Order Paper Hard-Copy Transcript(s)" to order a paper copy to be mailed
6. Follow the provided instructions to complete your order
****An Authorization Form may be required.**
7. Keep your order number so you can track your order.

In-Person, Mail or Fax - \$10

1. Complete Waubonsee Community College ***Transcript Request Form***
 - a) online www.waubonsee.edu/transcript (print PDF form) or
 - b) located outside the Records & Registration Office
2. ***In person submit payment*** at the Student Accounts and Cashier Window (Student Center).
3. ***If mailing or faxing*** in a request form, must include credit card payment information.
4. ***In-person transcript requests can be made at any campus***
5. ***Transcripts are only printed at Registration & Records Sugar Grove Office located in the Student Center, Room 249.***
6. ***Expedited (additional \$25) Requests– (Can't be delivered to a PO Box)***

Registration and Records

Sugar Grove Campus – STC 249(Student Center)
Aurora Fox Valley Campus – FOXVLY 231

Phone (630) 466-2370

Fax (630) 466-4964

Aurora Downtown Campus – DWNTN 112
Plano Campus – PC 129