

# Student Records (Transcripts)

## OFFICIAL TRANSCRIPTS

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**ORDERING YOUR OFFICIAL TRANSCRIPTS IS EASY. JUST LOG INTO WEBADVISOR AND ORDER. IF YOU WOULD PREFER TO ORDER USING PAPER, CLICK ON THE FORM , FILL IT OUT, PRINT IT AND MAIL IT TO US AND YOUR REQUEST WILL BE PROCESSED.**

If you are experiencing trouble logging into WebAdvisor, you can reset your password to obtain access. You may also call the office and we can reactivate your account. Once you are in WebAdvisor, ordering your transcripts is easy!

LMC now has electronic transcript processing to some schools. If the school you request your transcripts to be sent is one of our trading partners, we will send the transcript electronically. Students cannot select this delivery method.

**Admissions & Records no longer accepts faxed transcript requests.**

### Log into WebAdvisor

Under 'Academic Services' section click 'Official Transcript Request'

You will be asked to indicate which college you are requesting your transcript from and where you want the transcript sent.

You must also indicate how many copies you want produced, if you wish rush processing and if you wish to pick up your rush transcripts from the Admissions & Records Office (Pittsburg campus only). **NOTE: Only rush transcripts can be picked up. Standard processing includes mailing your transcripts via US Mail.**

**You will be prompted for payment after completing the request.**

### Prices

Standard Transcripts are \$5.00 each.

Your first 2 official transcripts are free. The free pricing is processed automatically and does not cover rush processing fees.

Rush Processing can be purchased for an additional \$10.00 each.

Express Processing can be produced in person at LMC Admissions & Records Office in Pittsburg at the main campus or at the Brentwood center within one hour for an additional \$25.00 each.

(Please do not use the WebAdvisor process if you want to purchase Express transcripts. They may only be requested in person at Admissions & Records Office. Express transcript requests must be ordered no later than one hour before the office closes. Admissions & Records office hours, Brentwood office hours)

### Processing

**Standard transcripts** will be mailed within 7-10 business days after receiving your order and payment.

**Rush orders received before 3:00 PM** will be mailed the following business day, or can be picked up after 10:00 AM the following business day.

**Rush orders received after 3:00 PM** will be mailed two business days later, or can be picked up after 10:00 AM two business days later.

**Rush orders must be received before 12:00 noon on Fridays** in order to be picked up or mailed by Monday.

### Orders will not be processed without payment

Unofficial transcripts are not available using the WebAdvisor Online Process. You may print out unofficial transcripts from WebAdvisor for no charge. We do not print out unofficial transcripts in the office.

In order to pick a transcript, you must show valid photo ID. If someone is picking up your rush transcript for you, we must have a written note from you with authorization to release your transcripts.

Rush transcripts can only be picked up from the Admissions & Records Office in Pittsburg, not the Brentwood Center.

Express transcripts must be ordered in person at the Admissions & Records office at the main campus or the Brentwood Center.

Transcripts processed through the LMC Admissions & Records office will reflect LMC history only.

LMC uses regular postal service only.

Multiple requests will be treated as separate requests and may incur additional fees.

Students may request IGETC or GE Certification using the form.

Admissions & Records will not hold transcript requests for completion of grades or posting of degrees. Please check WebAdvisor for posting of grades, then submit your request for transcript.

[Return to top](#)

7/11/00 3:14

**Official Transcript Request** X

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|---------------------|---|
| Faculty             | ▲ |
| Students            | ▲ |
| Employees           | ▲ |
| Counselors          | ▲ |
| Community Education | ▲ |

**Instructions**

Complete the form on the following page to request your official transcript. You will be asked to indicate which college you are requesting your transcript from and where you want the transcript sent.

You must also indicate how many copies you want produced, if you wish rush processing and if you wish to pick up your transcripts from the Admissions & Records Office.

**NOTE:** Only rush transcripts can be picked up. Standard processing includes mailing your transcripts.

You will be prompted for payment after completing the form.

**Prices**

- Standard Transcripts are **\$5.00** each
- Your first 2 official transcripts are free. The free pricing is processed automatically and does not cover rush processing fees
- Rush Processing can be purchased for an additional **\$10.00** each
- Express Transcripts can be produced in person at your Admissions & Records Office within one hour for an additional **\$25.00** each  
(Please do not continue with this process if you want to purchase Express Transcripts.)

**Processing**

- Standard transcripts will be mailed within 7-10 business days after receiving your order and payment
- Rush orders received before 3:00 PM will be mailed the following business day, or can be picked up after 10:00 AM the following business day
- Rush orders received after 3:00 PM will be mailed two business days later, or can be picked up after 10:00 AM two business days later. DVC Rush PICK-UP requests are available only at the main campus (Pleasant Hill)

Internet 125

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Friday, March 07th 2014

 

## CCCTran

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- [Home](#)
- [About eTranscript California](#)
  - [Overviews](#)
  - [In Depth](#)
  - [Membership](#)
  - [Video Tutorials](#)
- [Events](#)
  - [Calendar](#)
  - [2012 Workshop](#)
- [News](#)
  - [Highlights](#)
  - [Press Releases](#)
- [Links](#)
- [2010 Workshop Videos](#)

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- [File Repository](#)
- [Mini Grants](#)
- [2013 CA Electronic Transcript Workshop](#)

#### Overviews

eTranscriptCA Summary

Wednesday, 25 July 2007 09:09



eTranscript California, formerly CCCTran, is a web-based electronic transcript system between California Community Colleges and their trading partners. Designed to provide secure, value-added request and delivery services, eTranscript California automates transcript processes by –

- Offering significant savings in costs and time by sending and receiving transcripts to and from electronically-capable educational institutions.
- Providing faster fulfillment processing of transcript requests from authorized institutions.
- Systemically translating transcripts into XML and EDI formats to facilitate delivery to institution ERP or other application system.
- Saving staff resources by using user-friendly functionality to view, print, store and download received transcripts.
- Including email communication throughout the process

Last Updated on Tuesday, 24 April 2012 12:04

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