

# ORDER OFFICIAL TRANSCRIPTS

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**BARSTOW COMMUNITY COLLEGE**

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**2016 COMMENCEMENT**  
**MAY 20th**  
at  
**3:00 pm**  
**NEW TIME - Same Place**

[Click Here for more information](#)

Background image shows a brick building with trees in front.

## OUR VISION

Empowering Students to Achieve Their Personal Best Through Excellence in Education

## CALENDAR OF EVENTS

[New Student Video](#) ▶

ACCREDITATION

STUDENT SUCCESS  
SCORECARD

**SalarySurfer**  
California Community Colleges  
Chancellor's Office

*my Barstow Portal*

# SELECT ADMISSION AND RECORDS FROM STUDENT SERVICES MENU

HOME

ABOUT BCC

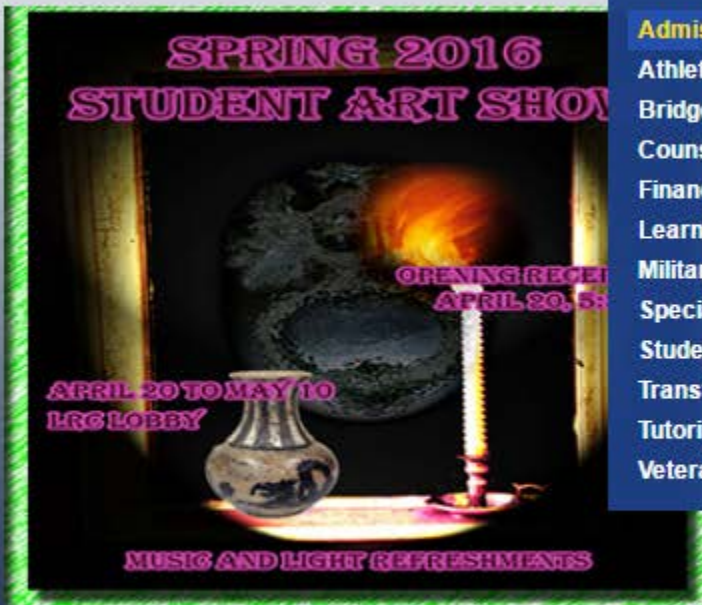
ACADEMIC AFFAIRS

**STUDENT SERVICES**

STUDENT SUCCESS & EQUITY

FOUNDATION

DIRECTORY



## Admission and Records

- Athletics
- Bridge to College Success
- Counseling Services
- Financial Aid
- Learning Resource Center
- Military
- Special Programs and Services
- Student Life
- Transfer and Career Planning Center
- Tutoring Center
- Veterans

## CALENDAR OF EVENTS

New Student Video ▶

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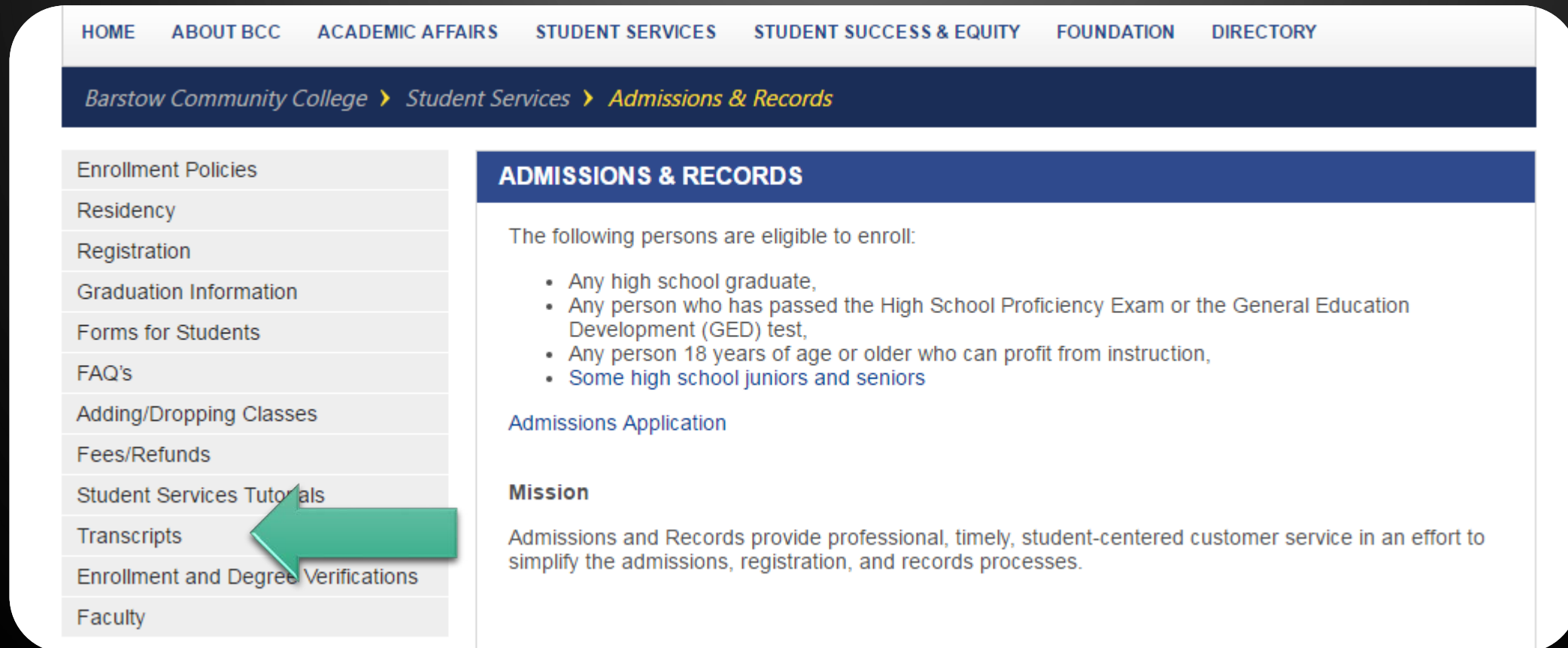
Empowering Students to Achieve Their Personal Best Through Excellence in Education

## OUR VISION

*my Barstow Portal*

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# SELECT TRANSCRIPTS FROM THE SIDE MENU OPTIONS



HOME ABOUT BCC ACADEMIC AFFAIRS STUDENT SERVICES STUDENT SUCCESS & EQUITY FOUNDATION DIRECTORY

*Barstow Community College > Student Services > Admissions & Records*

**ADMISSIONS & RECORDS**

The following persons are eligible to enroll:

- Any high school graduate,
- Any person who has passed the High School Proficiency Exam or the General Education Development (GED) test,
- Any person 18 years of age or older who can profit from instruction,
- Some high school juniors and seniors

[Admissions Application](#)

**Mission**

Admissions and Records provide professional, timely, student-centered customer service in an effort to simplify the admissions, registration, and records processes.

Enrollment Policies

Residency

Registration

Graduation Information

Forms for Students

FAQ's

Adding/Dropping Classes

Fees/Refunds

Student Services Tutorials

**Transcripts**

Enrollment and Degree Verifications

Faculty

Transcripts

## TRANSCRIPTS

### Unofficial Transcripts

Unofficial transcripts can be accessed from your online account. Please [click here](#) for a step by step tutorial.

### Fee Schedule

- **First and Second** (regular service only – must be requested in person/by mail in Admissions and Records) – Free (10 business days processing time; longer during peak registration periods).
- **Online Service** - \$6.50/copy (2 business days processing time)
- **Regular Service** (requested in person/by mail in Admissions and Records) - \$7/copy (10 business days processing time; longer during peak registration periods)
- **Rush Service – Same Day** (requested in person in Admissions and Records) - \$14/copy; \$2 each additional copy ordered at the same time.

### Online

Official transcripts can be requested online through [Credentials Inc. Transcript Plus](#) and paid for with a major credit card. [Click here](#) to start the order process.

To [Check Your Order](#) already made with Transcript Plus - have your Order Number, SSN, or B Number available.

### Phone

If you are uncomfortable placing an order over the internet, you may call [Credentials Inc.](#) at 847-716-3005 to place a transcript order. There is an additional operator surcharge for placing orders over the phone.

### By Mail

Transcripts may be requested by printing the [Transcript Request Form](#) and mailing to the below address. Please include all information on the request form. In need of a college address? Using [a2zcolleges.com](#) helps you find the precise address to put on your transcript request.

### In Person

Visit Admissions and Records to submit a [Transcript Request Form](#).

**\*\*PLEASE ENSURE YOU READ THE FEE SCHEDULE BEFORE ORDERING\*\***