

Riverside Community College District

Transcript Request

Moreno Valley College
Admissions/Transcripts
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951) 571-6101

Norco College
Admissions/Transcripts
2001 Third Street
Norco, CA 92860-2600
951-372-7003

Riverside City College
Transcript Office/Admissions
4800 Magnolia Avenue
Riverside, CA 92506
951-222-8603

FEES:

- First two transcripts EVER requested are free. Subsequent transcripts are \$5 per copy plus an additional \$10 Rush fee per transcript. Fees effective October 1, 2010.
- Fees are due at the time of request. Methods of payment accepted are: cash, check, Visa, MasterCard.

POLICY

- Requests submitted by mail must include a copy of a **valid photo ID**.
- Transcripts may not be requested or released over the counter without **valid photo I.D.**
- If requested by a third party, there must be **written authorization** from the student with a copy of the **student's I.D.**, and the third party must have a **valid photo I.D.**
- Transcripts will not be released until all financial obligations to RCCD have been paid.
- Transcripts are mailed via regular first class mail.
- Transcript processing is generally 3-4 days, weekends and holidays excluded.
- Transcripts not picked up within 90 days will be destroyed.

OFFICIAL TRANSCRIPTS:

- Transcripts sent from Moreno Valley College, Norco College and Riverside City College to another college are considered to be official. Personal or hand-carried sealed copies are also official, but may not be accepted by all institutions.
- Transcripts includes all work completed at Moreno Valley College, Norco College and Riverside City College and any work-in-progress for the current semester. Copies of transcripts from other colleges must be requested from those institutions.

STUDENTS:

- It is the student's responsibility to check on the completion of grade changes, name changes, etc. before filing a transcript request. (Note: You can check grades via WebAdvisor at www.rcc.edu.)
- The status of transcripts sent/received by RCCD is available on WebAdvisor.
- Transcript requests must be submitted to the student's declared home college.

Your signature authorizes the release of records and that you have read the policies/procedures on this page.

Student Signature

Request will not be processed without signature

Amount Paid \$ _____

Receipt # _____

OFFICE USE:

Received by _____

Date _____

NAME:

STUDENT ID/ SSN:

BIRTH DATE:

Last First Middle

MO/DY/YEAR

OTHER NAMES USED AT RCCD:

Check here if you attended prior to 1974

CONTACT PHONE NUMBER or EMAIL ADDRESS:

To be used only if clarification is needed. Status of request is available on WebAdvisor

COMPLETE FOR PICK UP or RUSH SERVICE

Pick-Up Number of Copies: _____ Riverside Moreno Valley Norco

Transcripts may be picked up the next business day after 12 pm. Transcripts will be destroyed after 3 months if not picked up)

Rush Number of Copies: _____ (Available for in person pick-up only)

COMPLETE THE SECTION BELOW ONLY IF TRANSCRIPT IS TO BE MAILED

Name/To: _____

INCLUDE (IF APPLICABLE):

- General Education Certification
(processing delayed up to 7 days)
- CSU Certification IGETC Certification
- Student Activity Information lists special recognitions obtained through student clubs and or student government at RCCD.

Hold this request until:

Grades are posted for:

Summer Fall Winter Spring

Degree or certificate is posted (list specific degree or certificate): _____

ADDRESS: _____

Name/To: _____

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