ORDER OFFICIAL TRANSCRIPTS FROM AHC

INTERNET REQUEST (QUICKEST WAY)

1. Log into myHancock portal.
2. Under Student Account, click on "Pay Fees" and verity that you don't own fees. ***Transcript order will not be completed until all fees are paid in full.***
3. Under TRANSCRIPTS, click on "Order Official Transcript".
4. Read "Information from Allan Hancock College" and then begin order.
5. On the next screen, verify that the pre-populated information is correct, make changes if needed through the student portal or Admissions and Records, and complete the missing fields marked with *.
6. **IMPORTANT**: Check transcripts submission deadline with your college.
7. On the next screen, select the following:
   a. Regular Request (5 business days) or Rush Request (3 business days)
   b. See if you have 2 free transcripts
   c. Put a checkmark ☑ to certify that you have not received any free transcripts yet.
   d. Make your selection on when to release your transcripts. There are two options:
      i. **SEND NOW**: If your final grades were already finalized, select "Send Now". If you are currently attending spring term, the grades will be posted after the first week of June.
      ii. **HOLD**: You can hold your transcripts for posting of current semester grades (**RECOMMENDED** if requesting transcripts before the end of the term). After the grades are posted, your transcripts will be sent ***automatically*** to the school of your choice. No further action needed.
   e. Select your primary reason for ordering, typically, "For Undergraduate Admission".
8. On the next screen, select recipient's state and type in the name of the recipient in the Search box. Once populated, select the school you are planning to attend.
9. Electronic delivery costs $0.60; paper delivery with 1st class mail is free. Some colleges will give you an option to choose from. The other, however, might only have one option. Please read carefully and be prepared to pay the fee. **THIS FEE IS NOT WAIVED** even if you have a free transcript.
10. If a mailing option was selected, please confirm the recipients address on the next page ☑.
11. After you selected your first recipient, you will have an option to either select another college or proceed to final steps.
12. Under Summary of Charges, click "Place Order" or "Go to Payment" (if applicable).
13. Accept Agreement on the next page if you are sending transcripts electronically.
14. Enter Payment Information / credit card (if applicable).
15. Submit Order.
16. Print or take a picture of the confirmation page for your records.
17. You can check your order status by either logging into your portal and selecting **Transcript Order Status**, or on our website by entering your Order Number.

NOTE: If you are not able to log into myHancock portal, please use our public webpage to place an order with TranscriptsPlus directly. Follow the link www.hancockcollege.edu/admissions_records/transcripts.php and click on their icon: TranscriptsPlus® Services provided by Credentials Solutions

IN PERSON

You may request that your transcripts are printed in person at the AHC ***Santa Maria Campus Admissions and Records office***, the ***Lompoc Valley Center***, or the ***Santa Ynez Valley Center*** during office hours.

TRANSCRIPTS

The instructions below outline how to get your transcripts from Allan Hancock College sent to another educational institution. Read more about having transcripts from another institution evaluated by Allan Hancock College.

Official Transcripts Requests:

Check transcript order status

There are three ways you can order your official Allan Hancock College transcript.

1. INTERNET REQUEST (QUICKEST WAY)

Allan Hancock has partnered with Credentials Inc. to accept transcript orders via the Internet on a secured site. TranscriptPlus® will facilitate your request for up to five addresses at a minimal charge. You may order official academic transcripts anytime (day or night) online via the myHancock Student Portal. This service allows you to check the status of your transcript order and will communicate with you via email about your order. Please print or save your order number as this is required for verifying the status of your request.

If you have not attended AHC in the past year, you may no longer have access to the portal. If you no longer have access to the portal, visit TranscriptPlus® by clicking on the logo below

Allan Hancock College does not accept telephone requests for transcripts. However, if you are uncomfortable placing an order over the Internet, you may call **Credentials, Inc.** at 847-716-3005 to place your transcript request. *There is an additional operator surcharge for placing orders over the telephone.*

2. IN PERSON

You may request that your transcripts are printed in person at the Allan Hancock College Santa Maria Admissions and Records office, the Lompoc Valley Center, or the Santa Ynez Valley Center by logging in to your student portal or via the public webpage. Please allow up to 24 hours to process and pick up your request.

3. VIA MAIL

If you wish to request by mail, you may fill out the download the transcript request form, print it, sign it, then mail it to:

Allan Hancock College
Admissions & Records Office Transcript Request
800 S College Drive
Santa Maria, CA 93454

Before you mail your request, check to be sure you do not owe any financial obligations to the college by checking your account in myHancock or by calling the District Cashier's office. Rush service is not available for mailed requests. Please allow two weeks to process your request.

AHC no longer accepts fax requests for transcripts.

Transcript Fees

- The first two are free only if you choose the mailing option.
- $7.00 per copy regular service (allow 7 business days for processing and mailing).
- $13 per copy rush request (allow 3 business days for processing and mailing) Domestic Federal Express available at standard Fed Ex rates (this cost is in addition to the transcript fee).
- A 60-cent Electronic Transcript Delivery Charge applies if E-transcripts are requested and if the receiving college or university accepts E-transcripts. This fee is in addition to the transcript fees listed above.