

# TRANSCRIPTS & GRADE REPORTS

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## Grade Reports

Students can access grades using myGateway. Grades are generally available on myGateway approximately three weeks after the end of the term. It is recommended that a student ensure that all grades for the most recent term have posted to their permanent record before ordering a transcript.

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## Transcripts

### High School Transcripts

All enrolled students are encouraged to have official transcripts sent to the Admissions and Records Office from their high school.

### Other College Transcripts (OCTs)

Students who have taken courses at another college or university should have official copies of their transcripts sent to the Cypress College Admissions and Records Office. These transcripts will be used to verify completion of prerequisite courses, assist with course placement, and inform student conversations with counselors about educational planning. Official transcripts from other colleges are required as part of the evaluation for associate degrees, certificates, and meeting general education requirements for transfer.

### Cypress College Transcripts

The Admissions and Records Office prepares and permanently retains a record of each student's academic work. Students' transcripts reflect all academic work attempted at Cypress College and lists courses, units, grades, grade points, cumulative grade point average, total units, and other relevant academic data chronologically.

### Additional Considerations

- The average processing time for transcripts is within 3-5 business days. For faster service, students are encouraged to request transcripts online at <https://bit.ly/3fevZJg>. Acceptable forms of payment for online requests are Mastercard and Visa. Requests with incomplete information will not be processed. Additional processing time may be needed when the campus is closed. Students are entitled to the first two (2) copies of their transcripts without cost *if ordered in person*. Subsequent copies are \$5 per copy. On-demand transcripts are only available in person and can be obtained for an additional \$10. (NOTE: Fee is subject to change at any time.)
- On-Demand transcript requests made in person must include full payment to be processed. Only checks or money orders are accepted and should be made payable to Cypress College. Transcript requests for students who have non-financial holds on their accounts may be delayed until the hold is resolved.
- Cypress College provides students the ability to send transcripts electronically and by mail to other colleges and universities via Credentials, Inc. Students should visit <https://bit.ly/3fevZJg> to access the online transcript order form.
- In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the provisions established in Board Policy 5040 of the North Orange County Community College District, student

records may not be released to a third party without prior written authorization by the student.

- Students must submit an "Authorization to Release Education Records" form and copy of their photo ID to the Admission and Records Office before the release of a transcript to a third party. The form is available from the forms section of the Admissions and Records webpage and requires students to use their myGateway credentials to be accessed.

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## International Transcript Evaluations

Students who have attended colleges and universities outside of the United States and believe they have successfully completed courses applicable to the Associate Degree or Certificate requirements must have their transcripts evaluated by an approved international evaluation agency before credit can be determined. A list of approved agencies is available in the Counseling, Admissions and Records and International Student Offices. Students who desire credit for ENGL 100 C will need to have their transcripts evaluated, achieve a satisfactory score on the English Assessment test and meet with a counselor.

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