

## Order Official Citrus College Transcript & CSUGE or IGETC Certification

- 1. Go to <u>my.citruscollege.edu</u>
- 2. In the search box, type: Order Transcripts
- 3. Select the Order Official Transcript icon

| CitrusCollege<br>my.citruscollege.edu  | order tran<br>Browse Categ | scripts<br>ories +                       |   |       | All Roles +  |
|--|----------------------------|--|---|-------|--|
| Tutorial Services-Fall 2021  | ×                          | Ask a Librarian                          | 1   | ×     | Student Account Issues? ×  |
| Learning Center provides Tutorial Services via Z<br>more about which subjects are offered and when | loom. Leam<br>1.           | Ask a librarian via<br>business hours. C | email, chat, text or Zoom during lib<br>onnect via the library website. | orary | Submit problems with student email or network logins using<br>the Student Account Issues Form. |
|  |                            |  |   |       | view all   |
| Search Results: Tasks  |                            |  |   |       | Back   |
| Credential Solutions<br>i C  | H                          | onors Transfer Prog                      | ram<br>i ♡  | Zoom  | i O  |

- 4. You will be redirected to the Transcript Ordering Services page
- 5. Select "Order Electronic/PDF Transcript(s)" if you would like to request an electronic copy.
- 6. Select "Order Paper Hard-Copy Transcript(s)" if you would like to request a hard-copy.

| CitrusCollege  | Citrus College<br>Glendora, CA                        |
|--|---|
|  |   |
| Transcript Ordering Services   |   |
| Citrus College   |   |
| Information from Citrus College  |   |
| ••••••••••••••••••••••••••••••••••••••   | • • • • • • • •                                       |
| Title 5 of the California Code of Regulations provides that a student may receive the first two of<br>transcripts free of charge. In order to receive your free transcript(5) you MUST check the box   | copies of academic<br>'I certify that I have not yet  |
| received all of the free transcripts to which I am entitled, on the basic Order information scree<br>ATTENTION: The Records Office has no control of when grades are posted. The posting of gra-<br>professors ONIX I from recently took classes you must make sure that your grades are poster. | en.<br>ades are controlled by<br>d on your unofficial |
| transcript before ordering an official transcript. Otherwise, your transcript may be created wit   | th missing grades.                                    |
| Please choose one of the following options:  |   |
| Order Electronic/PDF Transcript(s) Order Paper Hard  | -Copy Transcript(s)                                   |
| Do not use browser back or forward buttons   |   |

7. Complete the Student Information page.

| Studen                                | Info Order Options Recipient(s) Summary Payment |
|---------------------------------------|---|
| Student Information                   |   |
| Information needed to locate your re  | cords   |
| Social Sec #                          | Either SSN or Student ID must be specified      |
| Student ID                            |   |
| Attended From Year                    | YYYYY *Required                                 |
| Attended To Year                      | YYYYY *Required                                 |
| Birth Date                            | MMDDYYYY *Required                              |
|                                       | Enter as MMDDYYYY                               |
| Enter names as they exist in the scho | ol records                                      |
| First Name                            | *Required                                       |
| Middle Name                           | Enter if you think it is on your school record  |
| Last Name                             | *Required                                       |
| Suffix                                | (optional) Jr, Sr, etc.                         |

- 8. Select when you would like your transcript to be released:
  - a. **Send now** transcript will be released shortly after request is submitted and it may not include final grades from current term.
  - b. Send after final grades for current term post transcript will be released after final grades for the current semester/term have posted on your transcript. *Please note, universities will* request final transcripts that include final grades for your last semester at Citrus College. You may want to select this option if the reason you are requesting an official transcript is to fulfill this university requirement.
  - c. After degree or certificate is posted transcript will be released after your degree or certificate has posted on your transcript. If you have applied for an Associate Degree for Transfer (ADT) and need this to be reflected on your official transcript to show to the university, you may want to select this option.

Transfer student: Please check your university portal and/or email for important deadlines to submit official transcripts and other documents to the university as these dates vary by campus.

| Tell us when to release your transcript(s)  |
|---|
| ○ Send Now (Transcript order may be released without degree or final grades)  |
| Send after final grades are posted for my current term (Degree/Certificate may not yet be posted): <ul> <li>Fall Semester</li> <li>After degree or certificate is posted (Transcript order will be released when all Degree/Certificate requirements are posted)</li> </ul> |
| Other information required by Citrus College  |
| Primary Reason for Ordering For Transfer Admission  |

- 9. If you are requesting certification, please select one option:
  - a. If you are requesting **CSUGE Certification**, select California State University General Education Breadth
  - b. If you are requesting **IGETC Certification**, select Intersegmental General Education Transfer Curriculum IGETC

| For General Education Certification:   |
|--|
| "Do I need General Education Certification?"   |
| Citrus College cannot attach a printout of a CSUGE/IGETC audit for electronic transcripts.   |
| California State University - General Education Breadth  |
| CSUCE Certification requires additional processing time<br>Please allow up to 10 business days. May take longer during peak periods. |
| Intersegmental Ceneral Education Transfer Curriculum ICETC   |
|  |
| IGETC Certification requires additional processing time.   |
| Please allow up to 10 business days. May take longer during peak periods.  |
|  |
|  |

## What is the CSUGE or IGETC Certification?

- **CSUGE certification** is for students transferring to a California State University (CSU) who want to confirm that they have completed the transfer requirements for their CSU.
- **IGETC certification** is for students transferring to a University of California (UC) who want to confirm that they have completed the transfer requirements for their UC.
- 10. Choose the recipient. You may search for a recipient using the "Search our Recipient Table"

| Please choose a type of recipient   |  |
|---|--|
| Search our Recipient Table  |  |
| Choose this option to search recipients that are already set up in our system.                |  |
| This is the only way to find colleges or universities who receive transcripts electronically. |  |
| Select the recipient's state:   |  |
| CALIFORNIA  |  |
|   |  |
| Next  |  |
| ○ Myself  |  |
| ○ Select an Application Service   |  |
| Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.               |  |
| O Direct Access Code Lookup   |  |
| Choose this option if you were provided with a "Direct Access Code" by your recipient.        |  |
|   |  |

- 11. Once you select the recipient, you will need to select the "Delivery Method"
  - a. If you are requesting IGETC or CSUGE Certification, select "PDF Download" as the Delivery Method.
    - i. By selecting PDF Download, the Admissions & Records (A&R) Office will be able to attach a copy of your IGETC or CSUGE certification worksheet.
  - b. Note, if you select "Electronic," A&R will not be able to attach a copy of your IGETC or CSUGE certification worksheet to your transcript request.

| Searching for Recipient 1 in CALIFORNIA  |                                 |   |
|--|---------------------------------|---|
| Search 😯 Type Sch  | ool Name Here                   |   |
| Available Recipients for University of Californ  | ia, Berkeley                    |   |
| Address  | College/University Type         | Delivery Method(s) 😧                          |
| UNDERGRAD ADMISSION<br>UNIV OF CALIFORNIA - BERKELEY<br>16 SPROUL HALL, MC 0608<br>BERKELEY CA 94720-5404  | Undergraduate                   | Electronic<br>PDF Download<br>Paper Hard-copy |
| GRADUATE ADMISSION<br>UNIV OF CALIFORNIA-BERKELEY<br>318 SPROUL HALL #5404<br>BERKELEY CA 94720-5901<br>My recipient was not found. I want to enter th | Craduate<br>ne address manually | PDF Download<br>Paper Hard-copy               |

- 12. If you selected "PDF Download" as the delivery method, you will be asked:
  - a. Are you providing an attachment? Select "YES" to have CSUGE or IGETC Certification worksheet attached to your transcript request.

|  | Delivery Method  | PDF Download   |
|--|--|--|
| Recipient Infor  | mation   |  |
|  |  | UNDERGRAD ADMISSION  |
|  |  | UNIV OF CALIFORNIA - BERKELEY  |
|  |  | BERKELEY CA 94720-5404   |
|  |  | 510-642-3175   |
| ttachment Op   | otions for this Recipie  | ent  |
| Some recipie<br>Any transcrip  | otions for this Recipion<br>ents require addition<br>ot order with an Attac  | ent<br>al information pages ("Attachments") alongside your transcript.<br>chment is currently limited to a single recipient.                     |
| Attachment Op<br>Some recipie<br>Any transcrip<br>Are you prov<br>O No | otions for this Recipion<br>ents require addition.<br>ot order with an Attac<br>/iding an attachment                                   | ent<br>al information pages ("Attachments") alongside your transcript.<br>chment is currently limited to a single recipient.<br>?<br>: common) @ |
| Some recipie<br>Any transcrip<br>Are you prov<br>No                    | otions for this Recipion<br>ents require addition.<br>ot order with an Atta-<br>viding an attachment<br>© Yes (This is not<br>irmation | ent<br>al information pages ("Attachments") alongside your transcript.<br>chment is currently limited to a single recipient.<br>?<br>: common) ? |

13. Confirm that everything looks correct with your request:

| Recipient 1            | 1 Transcript             | PDF                          | UNIV OF CALIFORNIA - BERKELEY<br>Undergraduate Adm    | Remove |
|------------------------|--------------------------|------------------------------|---|--------|
|                        |                          |                              | Attachments required for this recipient:              | Update |
|                        |                          |                              | <ul> <li>I am providing an attachment that</li> </ul> |        |
|                        |                          |                              | must be sent with my transcript                       |        |
|                        |                          |                              |   |        |
| ome of the options vo  | u have chosen limit this | s order to a single recipien | t   |        |
| onie of the options yo |                          | oraci to a single recipien   | ×   |        |
|                        |                          |                              |   |        |

- 14. In the Summary page, under Basic Order Information, confirm that you indicated IGETC or CSU GE Certification if needed.
  - a. In the example below, this student requested CSUGE Certification

| asic Order Inform | nation          |  | E  |
|-------------------|-----------------|--|----|
|                   | Service Type:   | Standard Request - Deliver to Recipient  |    |
|                   |                 | You are receiving a credit (see Summary of Charges below) for free transcripts on this order |    |
| When to Se        | end Transcript: | Send after final grades are posted for my current term (Degree/Certifi Fall Semester         |    |
| Primary Reason    | n for Ordering: | For Transfer Admission   |    |
| Filling Reason    | 0               |  |    |
| rimary Reason     | Ũ               | California State University - General Education Breadth                                      |    |
| 'our Recipient(s) | Quantity        | California State University - General Education Breadth Delivery Method Recipient            | Ec |

15. Follow the additional steps to submit your transcript & general education certification request.