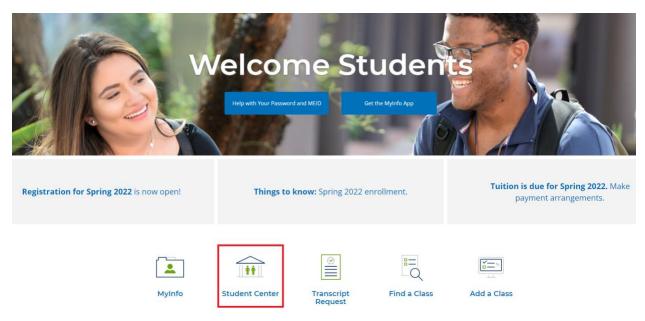
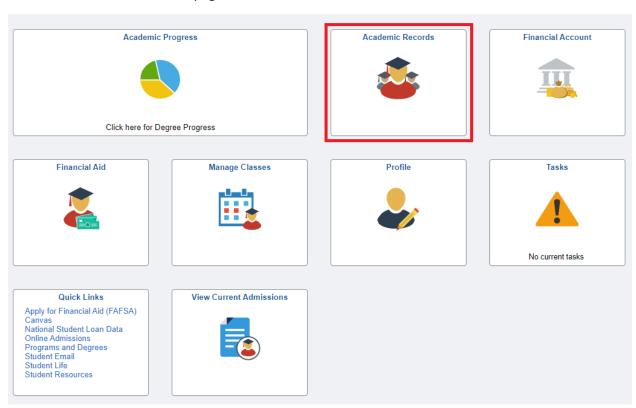
## **Navigating Your Student Center**

Go to my.maricopa.edu and click on <u>Student Center</u>, login using your MEID and Password.

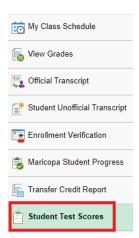
• Help with Your Password and MEID



From the Student Center homepage, click on Academic Records.



For test scores, click on Student Test Scores.



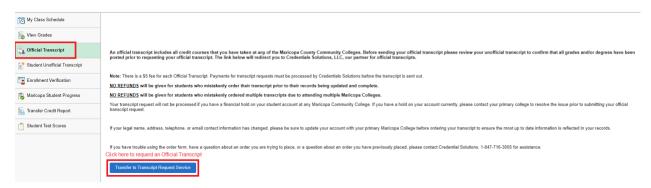
You can either print this screen or download it as an EXCEL file.



For Transcripts, click on Official Transcript or Student Unofficial Transcript.

Official Transcript Request - Credit courses only

• There is a \$5 fee for each Official Transcript



## **Unofficial Transcript Request**

Unofficial transcripts are free of charge and can be printed from home



ATTENTION: Please keep in mind ...

- Official clock hour transcripts must be requested by completing the official <u>Transcript Request Form</u> and emailing it to <u>clockenroll@gatewaycc.edu</u>. Please contact Student Business Services at 602.286.8277 to pay the \$5 fee.
- Transcripts will NOT be issued for any students with a financial hold on their account. If you
  have a hold on your account, please contact your primary college to resolve the issue prior to
  submitting your official transcript request.
- If your legal name, address, telephone, or email contact information has changed, please be sure to update your account with your primary Maricopa Community College before ordering your transcript to ensure the most up to date information is reflected in your records.
- Official transcript requests will NOT be held for final grades, degrees, and/or certificates to post
  to the students' record, so review your records prior to submitting your request to ensure they
  are complete. NOTE: NO REFUNDS will be given for students who mistakenly order their
  transcript prior to their records being updated and complete.
- Maricopa Community Colleges have a combined transcript report, meaning that coursework
  from any of the 10 Colleges you have attended will appear on the same official transcript; there
  is no need to order multiple transcripts from each of the Maricopa Colleges you have
  attended. NOTE: NO REFUNDS will be given for students who mistakenly ordered multiple
  transcripts due to attending multiple Maricopa Colleges.