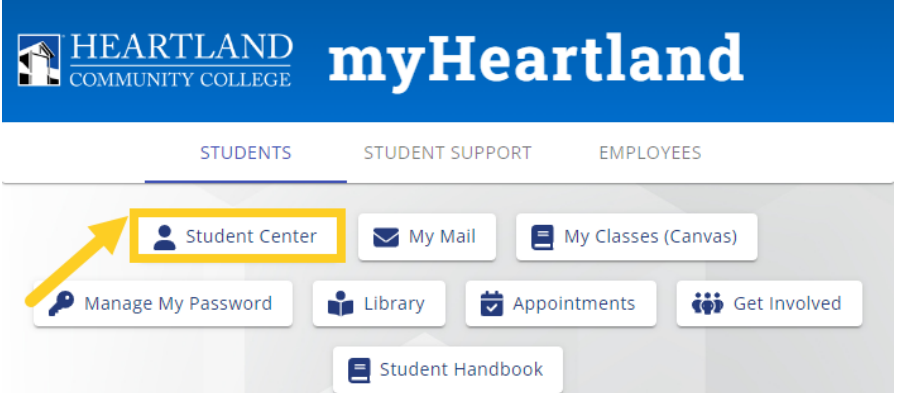


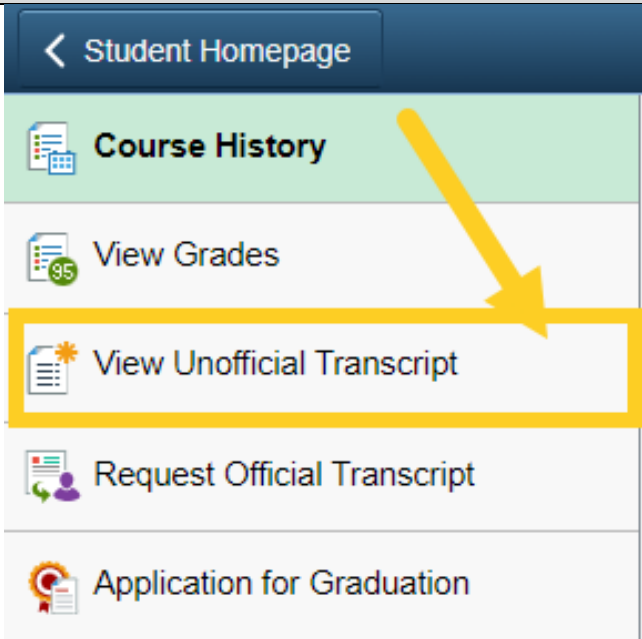
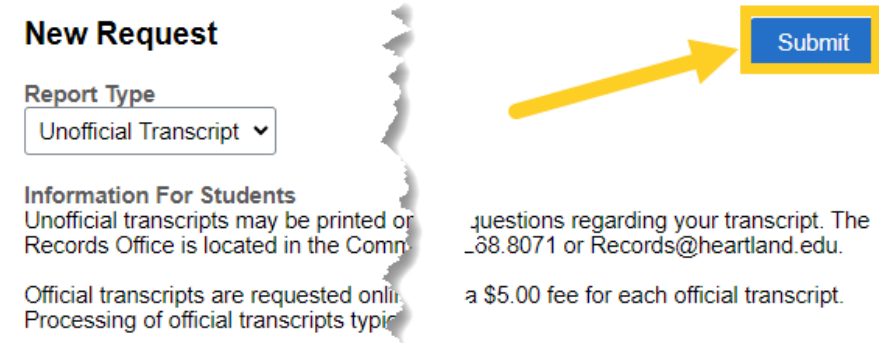
Accessing Your Unofficial Transcripts

Current Students can view and print their unofficial transcript from their **Student Center**. Past Students can request their unofficial transcript from the [online request form](#).

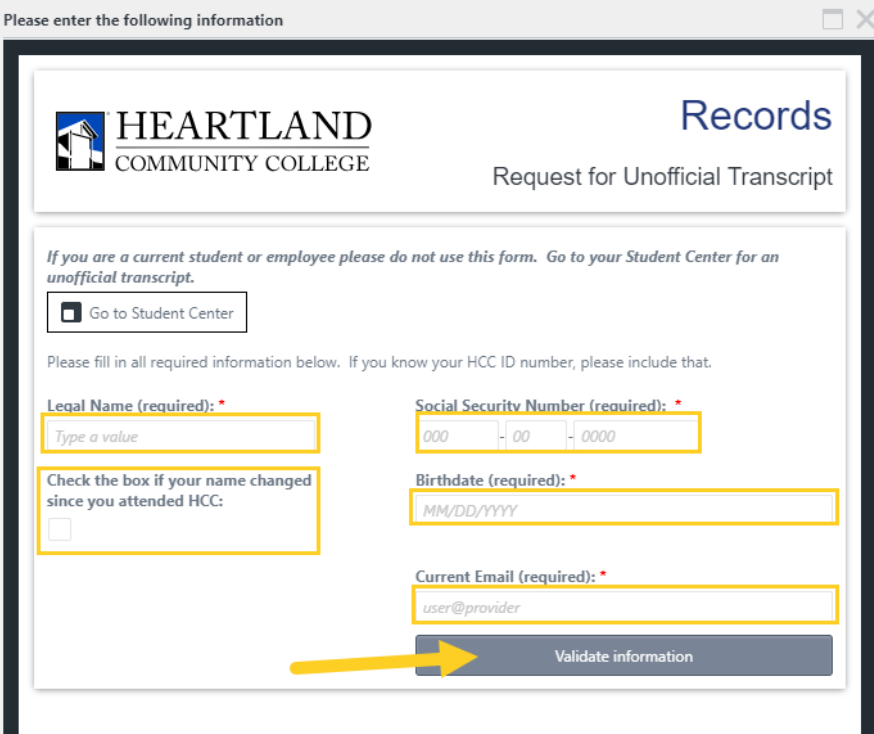
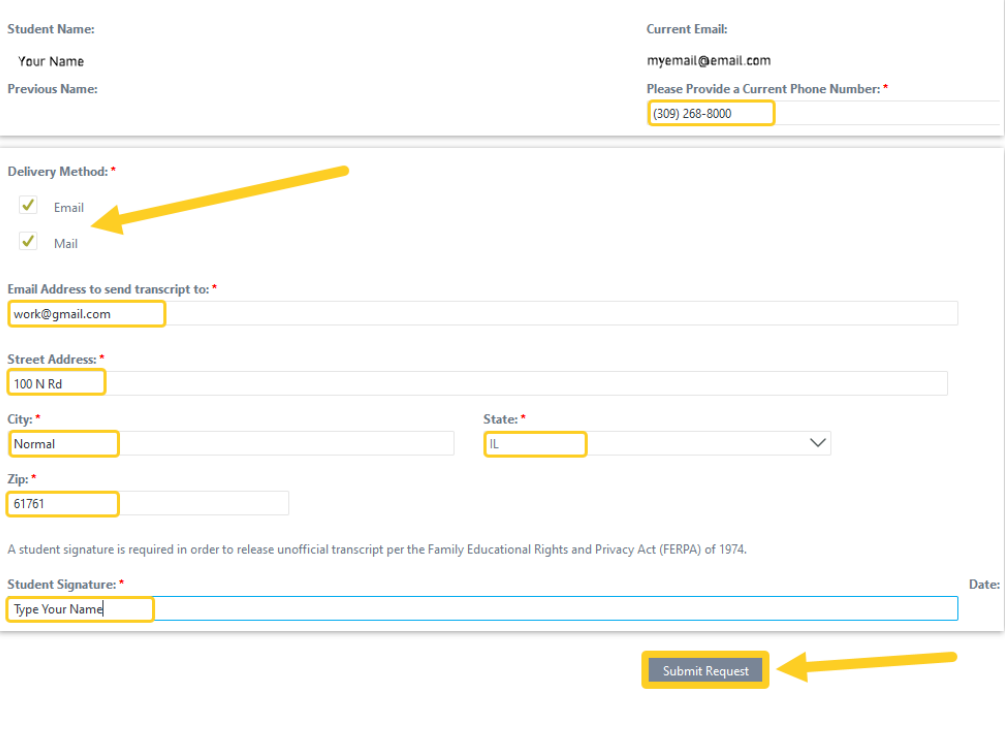
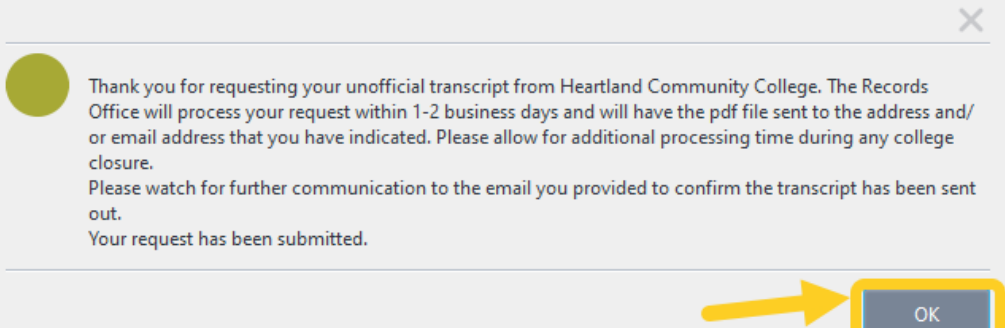
The transcript includes all undergraduate courses completed or enrolled in at Heartland. Transcripts also include any awarded transfer credit, including Advanced Placement, CLEP, proficiency, and prior learning credits. All degrees and certificates awarded at Heartland are also indicated.

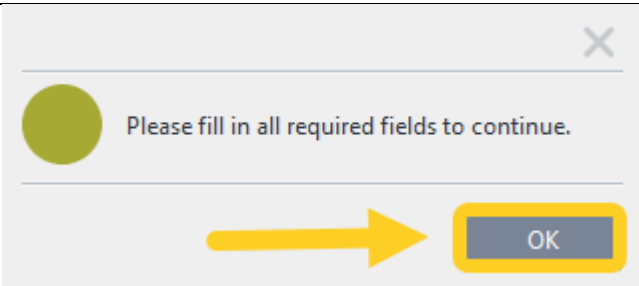
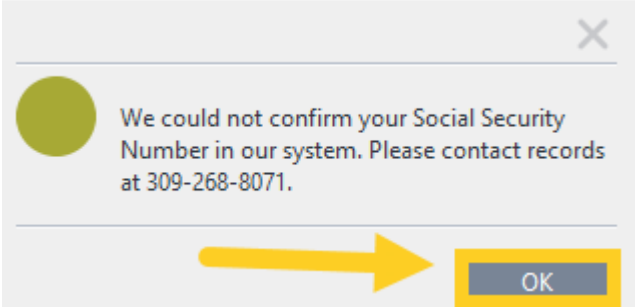
If you need an official transcript, you must order it online through the [National Student Clearinghouse](#). There is a \$5.00 fee for each official transcript. If you need help ordering an official transcript, contact the Records Office at Records@heartland.edu or 309.268.8071.

	Instructions	Screen Shot
1.	Navigate to myHeartland (home.heartland.edu) Click the Student Center button	 The screenshot shows the myHeartland website header with the Heartland Community College logo and the text "myHeartland". Below the header are three tabs: "STUDENTS", "STUDENT SUPPORT", and "EMPLOYEES". Under the "STUDENTS" tab, there is a row of buttons: "Student Center" (highlighted with a yellow box and an arrow), "My Mail", and "My Classes (Canvas)". Below this row are four more buttons: "Manage My Password", "Library", "Appointments", and "Get Involved". At the bottom of this section is a button for "Student Handbook".
2.	Click the Academic Records tile	 The screenshot shows a dashboard with nine tiles arranged in a 3x3 grid. The tiles are: "Tasks" (with a warning icon and "5 To Do's 3 Holds"), "Manage Classes" (with a calendar icon), "Profile" (with a person icon), "View My Schedule/Bill" (with a document icon), "Financial Account" (with a building icon), "Financial Aid" (with a graduation cap icon), "Foundation Scholarship" (with a circular arrow icon), "Academic Records" (highlighted with a yellow box and an arrow), and an empty tile at the bottom right.

	Instructions	Screen Shot
3.	Select View Unofficial Transcript on the left	 The screenshot shows the 'Student Homepage' with a list of options: 'Course History', 'View Grades', 'View Unofficial Transcript' (highlighted with a yellow box and an arrow), 'Request Official Transcript', and 'Application for Graduation'.
4.	Click Submit A PDF will open in a new window. Your transcript can be printed or saved.	 The screenshot shows the 'New Request' form. The 'Report Type' dropdown is set to 'Unofficial Transcript'. The 'Submit' button is highlighted with a yellow box and an arrow. Below the form, there is text about unofficial transcripts and a \$5.00 fee for official transcripts.

If you no longer have access to your student center due to lack of enrollment, you can request an unofficial transcript through the [online request form](#). This form will validate information to ensure we have the correct student account before sending a transcript.

	Instructions	Screen Shot
1.	Fill in all the information and click on Validate Information.	 Please enter the following information HEARTLAND COMMUNITY COLLEGE Records Request for Unofficial Transcript <i>If you are a current student or employee please do not use this form. Go to your Student Center for an unofficial transcript.</i> ☐ Go to Student Center Please fill in all required information below. If you know your HCC ID number, please include that. Legal Name (required): * Type a value Social Security Number (required): * 000 - 00 - 0000 Check the box if your name changed since you attended HCC: ☐ Birthdate (required): * MM/DD/YYYY Current Email (required): * user@provider Validate information Student Name: Your Name Previous Name: Current Email: myemail@email.com Please Provide a Current Phone Number: * (309) 268-8000 Delivery Method: * ☒ Email ☒ Mail Email Address to send transcript to: * work@gmail.com Street Address: * 100 N Rd City: * Normal State: * IL Zip: * 61761 A student signature is required in order to release unofficial transcript per the Family Educational Rights and Privacy Act (FERPA) of 1974. Student Signature: * Type Your Name Date: Submit Request
2.	If the information can be validated, you will fill out all the information on the next screen. - You can choose to send the transcript by email, mail, or both by checking the boxes accordingly. - You will need to type your name as your Signature. - Click on Submit Request.	 Student Name: Your Name Previous Name: Current Email: myemail@email.com Please Provide a Current Phone Number: * (309) 268-8000 Delivery Method: * ☒ Email ☒ Mail Email Address to send transcript to: * work@gmail.com Street Address: * 100 N Rd City: * Normal State: * IL Zip: * 61761 A student signature is required in order to release unofficial transcript per the Family Educational Rights and Privacy Act (FERPA) of 1974. Student Signature: * Type Your Name Date: Submit Request
3.	Click on OK on the Pop-up and close your previous window	 Thank you for requesting your unofficial transcript from Heartland Community College. The Records Office will process your request within 1-2 business days and will have the pdf file sent to the address and/or email address that you have indicated. Please allow for additional processing time during any college closure. Please watch for further communication to the email you provided to confirm the transcript has been sent out. Your request has been submitted. OK

4.	• Shortly after you close the form, you will get a confirmation email that we have received your request. • Additionally, you will get an email that we have sent your transcript.	
5.	If you cannot resolve an error, please call the Records Office at 309-268-8071. 1. Click Ok & fill in all the fields. 2. Click OK & Call Records. 3. Click OK. You will automatically be taken to your student center. If you are not logged in, it will take you to the login page. If you are a current student or employee and do not have access to your student center, please contact the Helpdesk at 309-268-8350.	Error 1.  Error 2.  Error 3. 