How to Obtain your **Transcript** on Hudson Valley WIReD

1.) Once you are logged in, click on "Enrollment, Financial Aid, Student Accounts and Student Services."

2.) Click on "Student Academic Records."

3.) Determine whether you need an official or unofficial copy of your transcript.

3a.) To **request an official** copy of your transcript, click on "Order Official Transcript." You will be redirected to the online order form powered by Parchment with which the College has contracted for transcript services. Complete the form and submit.
IMPORTANT: There is no fee to request your transcript. You can view the status of your request at any time by visiting https://www.hvcc.edu/registrar/transcripts.html.

3b.) To **view/print an unofficial** copy of your transcript, click on Academic Transcript. There is no need to change anything on the next page. Simply click the "Submit" button.
IMPORTANT: Your transcript is organized by term, including any courses that are in progress. Please be advised that this is an unofficial transcript. If you need an official transcript, you must submit a request.

For assistance, visit the Registration Information Center at the Registrar's Office (first floor of Guenther Enrollment Services Center) or contact the Registration Information Center at 518-629-7700 or studenthelp@hvcc.edu.