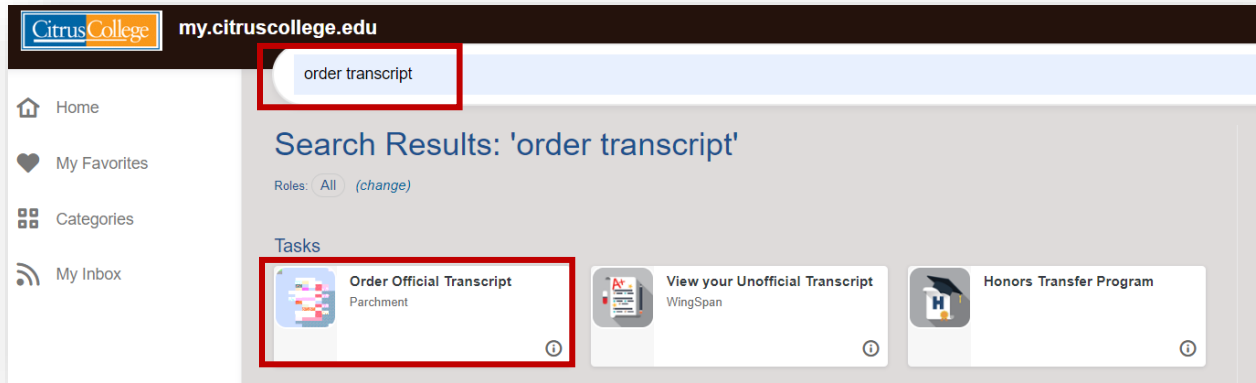




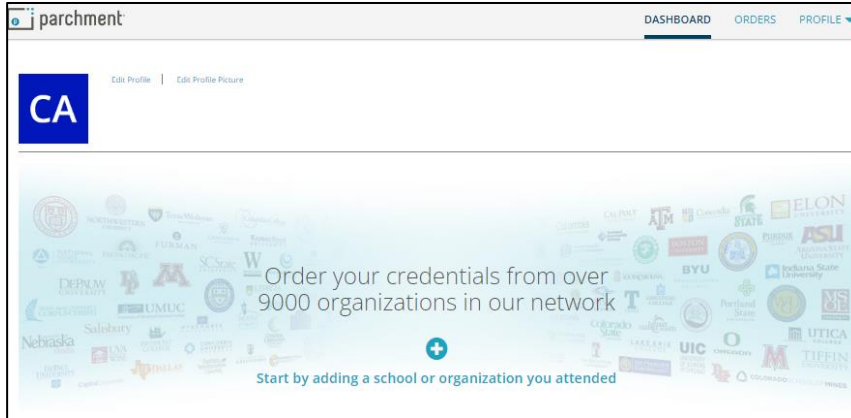
Order Official Citrus College Transcript & CSUGE or IGETC Certification

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

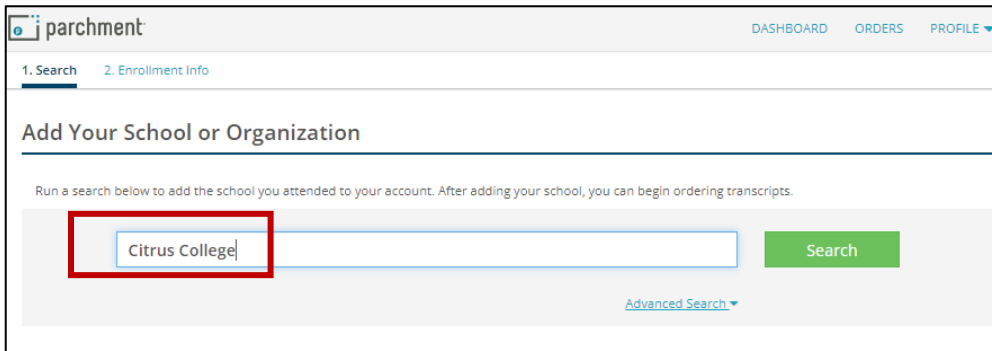


4. You will be redirected to the Parchment transcript ordering service page
5. Enter your Citrus College student email address (can be Citrus College student email or personal email), then click Continue

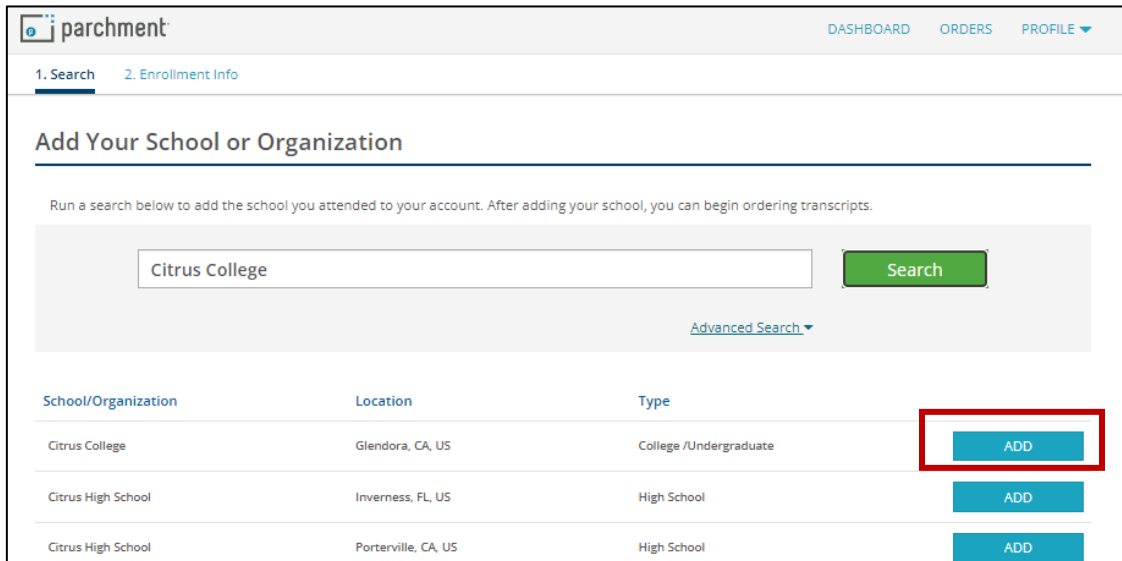
6. If this is your first time ordering a transcript from Parchment, you will need to create an account. Click on the + symbol to add your school



7. Begin by typing in the name of your school (Citrus College), then click the green Search button

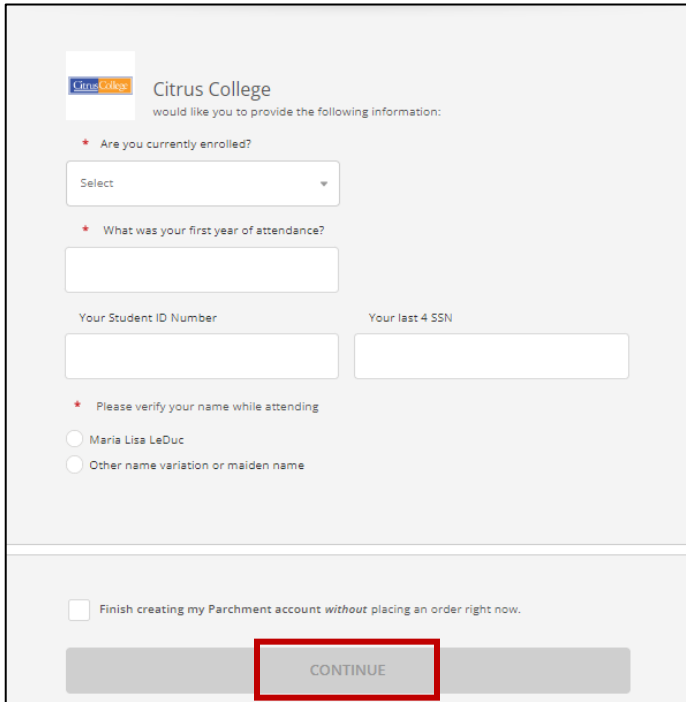


8. Select the "ADD" button next to Citrus College



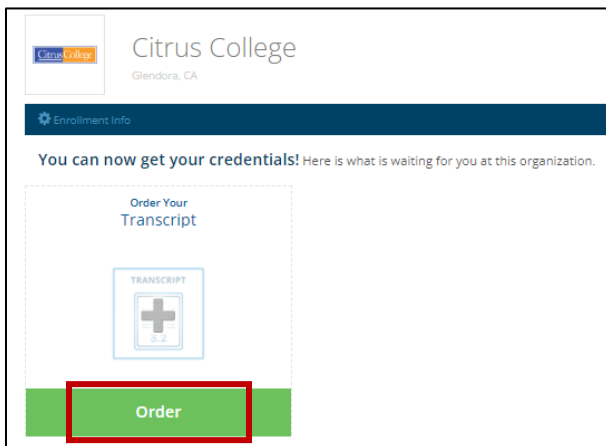
9. Fill out the information requested as accurately as possible regarding your enrollment at Citrus College.

10. When you are finished, check-mark the “Finish creating my Parchment” account box, then click the Continue button



The image shows a web form for Citrus College enrollment. At the top left is the Citrus College logo. To its right, the text reads "Citrus College would like you to provide the following information:". Below this are several fields: a dropdown menu for "Are you currently enrolled?", a text input for "What was your first year of attendance?", two text inputs for "Your Student ID Number" and "Your last 4 SSN", and two radio buttons for "Please verify your name while attending" (options: "Maria Lisa LeDuc" and "Other name variation or maiden name"). At the bottom, there is a checkbox labeled "Finish creating my Parchment account without placing an order right now." and a large grey button labeled "CONTINUE" which is highlighted with a red rectangular border.

11. Next, click on the green order box



The image shows a web page for Citrus College. At the top left is the Citrus College logo. To its right, the text reads "Citrus College Glendora, CA". Below this is a dark blue header with "Enrollment Info" and a gear icon. The main content area has the text "You can now get your credentials! Here is what is waiting for you at this organization." Below this is a dashed box containing the text "Order Your Transcript" and a graphic of a transcript document with a plus sign and the number "3-2". At the bottom of this dashed box is a green button labeled "Order" which is highlighted with a red rectangular border.

12. Type in the name of the institution where you would like your transcript to be sent.
13. Select the institution by clicking on the box where it is listed

Set Delivery Destination CANCEL x

Your order will be sent from Citrus College to the individual and/or organization at the destination below.

Search

California State University - Fullerton
Fullerton, CA, US

California State University - Long Beach
Long Beach, CA, US

California State University - Los Angeles
Los Angeles, CA, US

TYPE:
College / University

ADDRESS:
PO Box 6900
Fullerton, CA 92834-6900
US

14. Review your order information, and be sure to review the credential fee.
 - a. Fees include: \$2.35 processing fee (Credential) + \$5.00 Citrus College transcript fee
 - b. Please note that the first two transcripts you order are free, after that, there is a \$5.00 fee per each transcript request

TRANSCRIPT

3.2

Transcript

For:

FROM

Citrus College
Glendora, CA

TO

California State University - Fullerton

Delivery Method: Electronic

Credential Fee: \$7.35

Item Total: \$7.35

15. Under the Purpose drop-menu, select the option that is applicable to your order request.
*Transfer applicants are encouraged to select either Admission or Undergraduate Admission
16. Under Additional Certifications, select the general education pattern that you request be posted on your transcripts. This is important if you are transferring to a university.

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 lower-division CSU general education coursework
- **IGETC certification** is for students transferring to a University of California (UC) who want to confirm that they have completed the lower-division general education coursework for a UC. IGETC certification is recognized by both UC and CSU institutions.

**Note: Please discuss your progress towards completion of the general education patterns with a counselor.*

17. Under the “When do you want this sent?” drop-down menu, select the option that is applicable to your order request.
- **Send Now** – transcript will be released shortly after request is submitted and it may not include final grades from current term or pending degree to be posted.
 - **Send After Final Grades Post** – transcript will be released after all 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.
 - **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.

The screenshot shows a form with three red boxes highlighting specific sections:

- Purpose:** A dropdown menu with the selected option "Admission".
- Additional Certifications:** A radio button selection area with four options: "(CSU) California State University General Education Certification", "(IGETC) Intersegmental General Education Transfer Curriculum", "Both IGETC and CSU", and "None". The "None" option is selected.
- * When do you want this sent?:** A dropdown menu with the selected option "Send Now".

18. Would you like to add an attachment file? Select no.
 - a. Please note, you will need to select “yes” if you must submit a cover page along with your transcript.
19. Read the consent statement at the bottom of this page, then sign the signature box and type your full name as signed in signature box
20. Click the consent box, then click the Continue button

The screenshot shows a web form with the following elements:

- Header: "Would you like to add an attachment file? (optional)" with an information icon and an "Add An Attachment" button.
- Text: "Please review the information below pertaining to the type of consent that is required to complete this order."
- Signature area: "Sign here with mouse or finger" (highlighted with a red box) and a "Clear Signature" button.
- Signature input: A large white box with an "X" at the bottom left.
- Name input: "Type full name as signed above" (highlighted with a red box) above three fields: "* First Name", "Middle Name", and "* Last Name".
- Consent: A checkbox (highlighted with a red box) followed by the text: "I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above."
- Footer: A large grey button labeled "CONTINUE" (highlighted with a red box).

21. Review your order for accuracy. If you would like to order another transcript, click the link that says “Add another item,” if not, select “continue.”

< BACK Order Summary CANCEL x

i Your order has not been placed yet. Please review and complete the order below

Here's your order summary [Collapse All](#)

| FOR | | | 1 | \$7.35 | ^ |
|------|--|--|------------------|--------|----|
| ITEM | Transcript | | e ^a i | \$7.35 | 🗑️ |
| FROM | Citrus College | | | | |
| TO | California State University - Fullerton, Fullerton, CA | | | | |

[Add another item for](#)

Total Credential Fees \$7.35

Order Total \$7.35

CONTINUE

22. You will then be redirected to the payment information page. Enter payment information and select “Submit Payment”

Payment Information

Enter first and last name as it appears on credit card

| | | |
|---|--|----------------------------|
| <input type="text"/> ! First Name | <input type="text"/> ✓ Last Name | |
| <input type="text"/> * Credit Card Number | | |
| <input type="text"/> * Exp Month <input type="button" value="v"/> | <input type="text"/> * Exp Year <input type="button" value="v"/> | <input type="text"/> * CWV |



Order Total: \$2.35

\$2.35 will be charged to this card.

 * Phone

Billing Address

[↻ Use different billing address](#)

 * Country * Address 1 Address 2

| | | |
|-----------------------------|-------------------------------------|------------------------------------|
| <input type="text"/> * City | <input type="text"/> State/Province | <input type="text"/> * Postal Code |
|-----------------------------|-------------------------------------|------------------------------------|

Submit Payment

* All items marked with a red asterisk are required to submit this form.

23. You will receive an order summary page, please save a copy for your records and make a note of the Document ID.

Thank you for your order!

Hi,

Your order was placed successfully [redacted]

Here is your order summary:

| | |
|------------------|------------|
| Item Ordered: | Transcript |
| For: | [redacted] |
| Document ID: | TW2QMHWN |
| Delivery Method: | Electronic |

FROM:
Citrus College

TO:
Arizona State University Admissions
[redacted]

24. To track the status of your transcript order(s) you may log back into your Parchment account and select "Orders" on the top right-hand corner.

parchment

DASHBOARD ORDERS PROFILE

Edit Profile | Edit Profile Picture