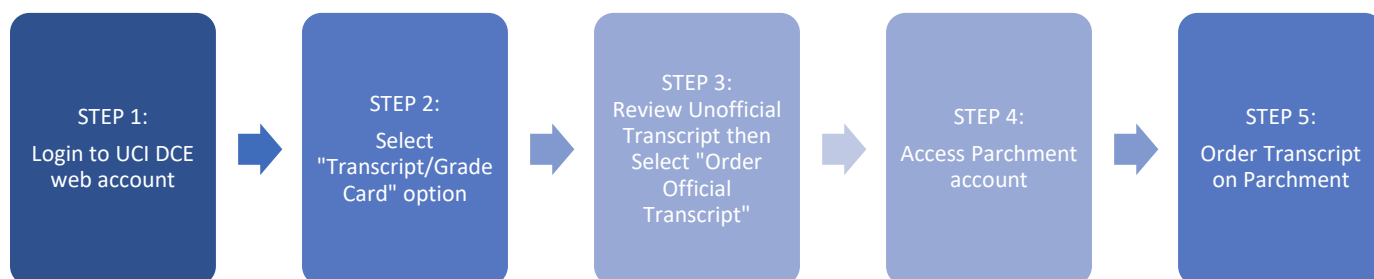


# Ordering Official Transcripts Directly to the UCI School of Education's Credential Office

We have partnered with **Parchment** to provide online transcript ordering for electronic and paper transcripts.

## STEPS to Ordering Transcripts



### STEP 1: Login to UCI DCE web account

Login to your UC Irvine DCE online account on the UCI DCE website: <https://ce.uci.edu/login>

### STEP 2: Select "Transcript/Grade Card" option

Under your **MY ACCOUNT**, select the **"Transcript/Grade Card"** option

The screenshot shows the UCI Division of Continuing Education website. The navigation bar includes links for Programs, Courses, International Programs, Corporate Education, OLLI, Student Resources, Search, and a user profile for Peter. The breadcrumb trail shows 'My Account'. The main heading is 'My Account' with a welcome message for Peter Anteater. A notification bar states: 'To complete creating your account, please select your Account Email Reset Questions. [Click Here](#)'. Below this is a grid of menu items: My Profile, My Schedule, My Statement/Receipt, My DCE Student ID Card, My Certificates, **Transcript/Grade Card** (highlighted with a red box and a mouse cursor), My Documents, Order Verification of Enrollment, and Download IRS Form 1098-T.

### STEP 3: Review Unofficial Transcript then Select "Order Official Transcript"

Verify your final grade has been posted and then select "Order Official Transcript".

## Unofficial Transcript

Courses in progress/awaiting grade from instructor will not appear on official transcripts

Print | **Order Official Transcript**

### Courses Offered for Professional Credit

Course	Course Dates	Grades	Units
EDUC X399A Induction	1/9/2023 - 3/17/2023	A ✓	1.5
EDUC X399A Induction	3/27/2023 - 6/9/2023	A ✓	1.5
EDUC X399A Induction	6/20/2023 - 9/8/2023	A ✓	2

GPA for Professional Courses: 4.00

### STEP 4: Access Parchment Account

To access the Parchment website, you will be directed to the "Order Official Transcript" information page. Review the information page and if you have: 1) Verified your grades 2) Verified the Recipient, select the "Order Official Transcript" button.

## Order Official Transcript

#### Before Ordering Official DCE Transcripts

##### Verify Your Grades

- Only graded courses will be included. Non-credit and in-progress courses will NOT be included.
- There is an option on the Parchment order page to place your request on HOLD when waiting on grades or award to be posted.
- Instructors are asked to submit grades 12 days after the course ends. Certificates are processed 1-2 weeks after final grades are submitted.

#### New to Parchment?

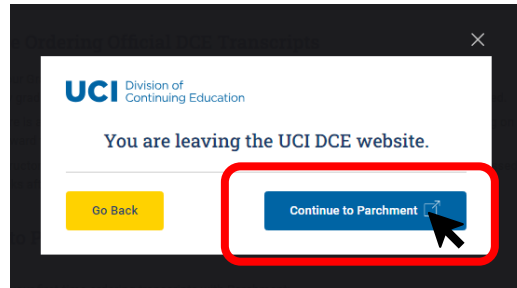
If this is your first-time ordering transcripts with Parchment:

You will be asked to agree to Terms and Privacy for the Parchment website.

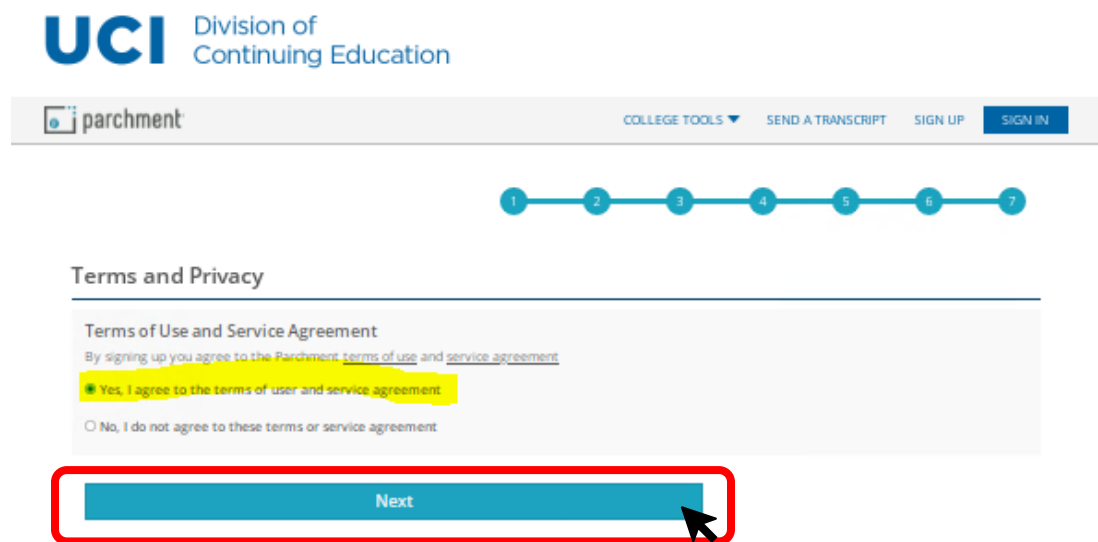
You will be asked to create a Parchment account. Please choose the "New Learner Account" option. If you already have a Parchment account, please login to Parchment using your Parchment login email and password.

**Order Official Transcript** | Back

A Pop-up screen will appear to notify that you will be leaving the UCI DCE website. Please select the “Continue to Parchment” button.



For First Time Users: Creating a New User Account on Parchment



## Leamer Account



# University Of California - Irvine DCE (Extension)

510 E. Peltason Drive, Suite 4200, Irvine, CA, 92697-5700, US

### A MESSAGE FROM UNIVERSITY OF CALIFORNIA - IRVINE DCE (EXTENSION)

Thank you for using Parchment to order your UC Irvine Division of Continuing Education (Extension) transcripts and claim/view Certified Digital Certificates.

### START HERE - ENTER YOUR EMAIL ADDRESS

A text input field for an email address. The field contains a red asterisk on the left and a blacked-out area representing the email address.A green button with the text 'Continue' in white. The button is highlighted with a red border and a mouse cursor is pointing at it.

All items marked with a red asterisk are required

By signing up you agree to the [Parchment terms of use](#) and [privacy policy](#).

## New Learner Account



# University Of California - Irvine DCE (Extension)

510 E. Peltason Drive, Suite 4200, Irvine, CA, 92697-5700, US

### ENTER YOUR PERSONAL INFORMATION

mrebazalozano@hotmail.com

* <input type="text"/>	<input type="text"/>	* <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Highest Level Of Education <input type="text"/>		

### ENTER YOUR CONTACT INFORMATION

* <input type="text"/>		
* Country <input type="text"/>		
* <input type="text"/>		
Address 2 <input type="text"/>		
* <input type="text"/>	<input type="text"/>	* Postal Code <input type="text"/>

**UNABLE TO VALIDATE ADDRESS**

### CHOOSE A PASSWORD

* <input type="text"/>	* Retype Password <input type="text"/>
------------------------	--

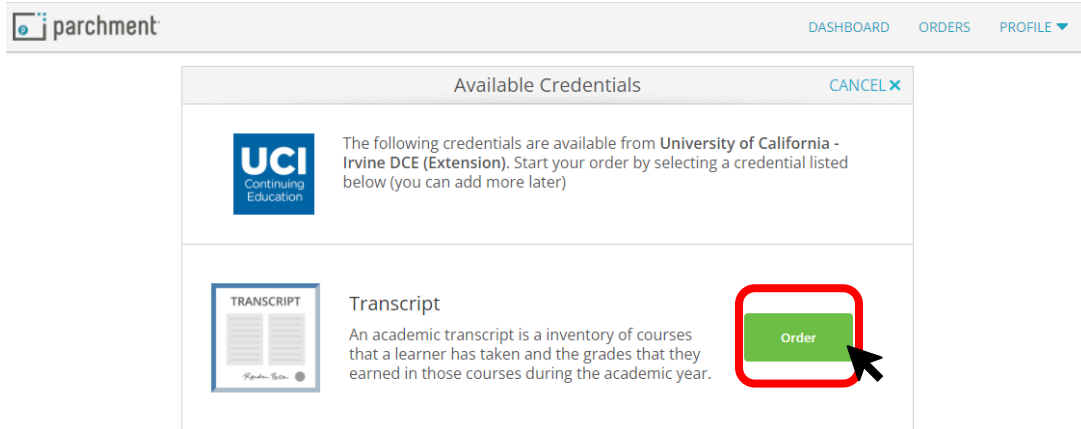
**CREATE ACCOUNT & CONTINUE**

\* All items marked with a red asterisk are required.

By signing up you agree to the Parchment terms of use and privacy policy.

## STEP 5: Ordering a Transcript on Parchment

Once you login to Parchment, you will see the option to order your Transcript. Select "Order".



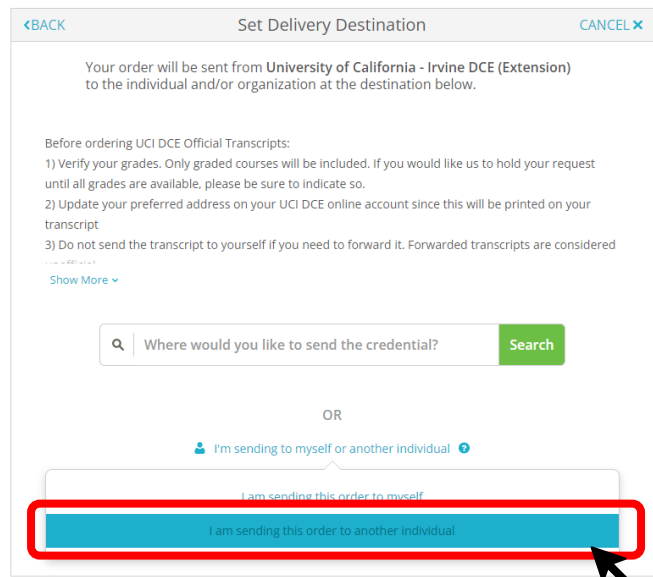
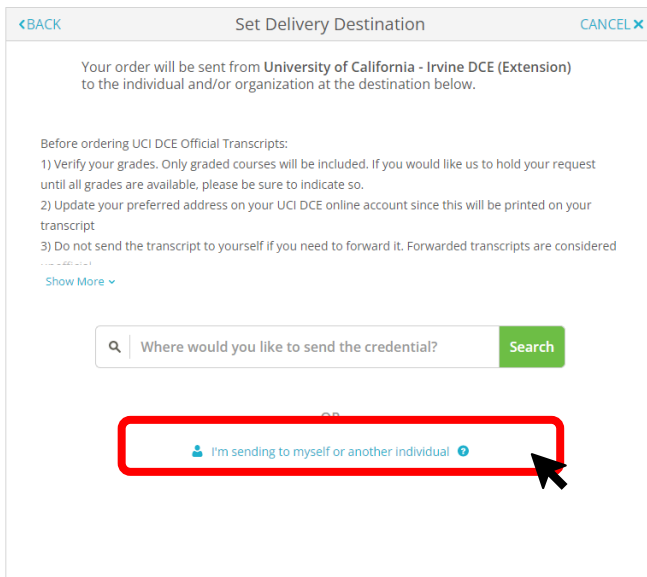
### Set Delivery Destination

Please send transcript directly to the UCI School of Education using the email address: [SOECredential@uci.edu](mailto:SOECredential@uci.edu).

### CHOOSE SENDING TO ANOTHER INDIVIDUAL

To order, select the "I'm sending to myself or another individual" option:

#### STEP 1:



**STEP 2:**

Enter the following information **exactly**:

School Name, Business, Person, or Your Name: **UCI School of Education's Credential Office**

Recipient's Email: **SOEcredential@uci.edu**

Retype Email: **SOEcredential@uci.edu**

<BACK Set Delivery Destination CANCEL X

Your order will be sent from University of California, Irvine - Div of Continuing Education ONLY (formerly Extension) to the individual and/or organization at the destination below. Select a delivery method for your order

**Electronic**  
Delivered By Email

**Print & Mailed**  
Printed On Paper & Mailed

RECIPIENT INFORMATION

UCI School of Education's Credential Office

SOEcredential@uci.edu

SOEcredential@uci.edu

Continue

**STEP 3:** You can choose to “Send Now” or “Hold for Grades”:

<BACK Item Details CANCEL X

TRANSCRIPT 3.2

Transcript

For: [REDACTED]

FROM

**UCI** Continuing Education  
University of California, Irvine - Div of Continuing Education ONLY (formerly Extension) Irvine, CA

TO

UCI School of Education's Credential Office  
SOEcredential@uci.edu

Delivery Method: **Electronic**

Credential Fee: \$20.00

Item Total: \$20.00

\* When do you want this sent?

Send Now

Hold for Grades

Hold for Degree

to complete this order.

## STEP 4: Provide Payment

[←BACK](#) [CANCEL X](#)

**Order Summary**

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

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


FOR	[REDACTED]	<b>ⓘ</b> \$20.00 <a href="#">^</a>
ITEM	Transcript	<b>ⓘ</b> \$20.00 <a href="#">🗑</a>
FROM	University of California, Irvine - Div of Continuing Education ONLY (formerly Extension)	
TO	UCI School of Education's Credential Office	

[+ Add another item for \[REDACTED\]](#)

---

Total Credential Fees	\$20.00
<b>Order Total</b>	<b>\$20.00</b>

[CONTINUE](#)

 Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.