

## Requesting Your College Transcripts

If you took courses for college credit while in high school, here is how you determine whether or not you will need to have your college transcripts sent to the school you will be attending. This is **not** something that the MCC High School can do for you. This is your responsibility.

Please note, there is a fee to request college transcripts and you will need to pay with a credit/debit card. **DO NOT** have your transcripts sent to you. An official transcript must be sent directly to the college/university you will be attending.

For any course that is still “in progress” (e.g. something you are currently taking), wait to submit your transcript from that particular school until you have completed the coursework.

FYI, you will likely receive an email from your college saying that you still need to submit your *final high school transcript*. **This is an email they send to everyone as a reminder.** Rest assured, your high school transcript will be mailed to your college/university sometime in the early part of June. If you are still receiving this reminder during the late part of June, check your eServices or call your college to verify the receipt of your transcript.

College Course	If you are attending a college or university outside of Minnesota (UND, NDSCS, NDSU, Mayville, etc...)	If you are attending a MN state 2 or 4 year school (NCTC, BSU, MSUM, M State, etc...)	If you are attending a University of MN school (Twin Cities, Crookston, Morris, Duluth, Rochester)	If you are attending a Private MN college or university	Where You Go to Request the Transcript
College Algebra with Mr. Busacker <i>(University of MN-Twin Cities)</i>	Must request a transcript	Must request a transcript	No transcript needed. The U of M can access your records.	Must request a transcript	<a href="https://onestop.umn.edu/academics/transcripts-and-grades/transcripts">https://onestop.umn.edu/academics/transcripts-and-grades/transcripts</a>
College Anatomy and Physiology I/II with Mrs. Melgaard <i>(Northland Community and Technical College)</i>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools).	Must request a transcript	Must request a transcript	<a href="https://www.northlandcollege.edu/admissions/transcript-request/">https://www.northlandcollege.edu/admissions/transcript-request/</a>
College Biology with Mrs. Melgaard <i>(Northland Community and Technical College)</i>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools).	Must request a transcript	Must request a transcript	<a href="https://www.northlandcollege.edu/admissions/transcript-request/">https://www.northlandcollege.edu/admissions/transcript-request/</a>

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College Chemistry with Mrs. Melgaard <b>(Minnesota State Community and Technical College)</b>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://www.minnesota.edu/forms">https://www.minnesota.edu/forms</a>
College Writing with Mrs. Peterson <b>(Minnesota State Community and Technical College)</b>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://www.minnesota.edu/forms">https://www.minnesota.edu/forms</a>
A college class through Infinity Online ( <b>MN North College</b> )	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://minnesotanorth.edu/academics/records/">https://minnesotanorth.edu/academics/records/</a> ***select Itasca Community College from the drop/down menu...they are the branch of MN North College that oversees Infinity college classes
An online college class through Distance MN/OCHS <b>(Alexandria Technical and Community College)</b>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://www.alextech.edu/college-services/register">https://www.alextech.edu/college-services/register</a>
An online college class through Distance MN/OCHS <b>(Northland Community and Technical College)</b>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://www.northlandcollege.edu/admissions/transcript-request/">https://www.northlandcollege.edu/admissions/transcript-request/</a>
An online college class through Distance MN/OCHS <b>(Northwest Technical College)</b>	Must request a transcript	No transcript needed. Your school can access the records from other MN state 2 or 4 year schools)	Must request a transcript	Must request a transcript	<a href="https://www.ntcmn.edu/myntc/registration/request-transcripts/">https://www.ntcmn.edu/myntc/registration/request-transcripts/</a>

