

Ordering a Transcript from Colorado Christian University

STEP 1 | STARTING THE PROCESS

Go to [Request CCU Transcripts | Colorado Christian University](#) or go to the main **ccu.edu** website, slide to the footer, and click on **Transcripts**.

Click on the large blue button, **Order Transcript or Diploma**.

Order a CCU Transcript or Diploma

A CCU transcript is a comprehensive record of a student's academic progress at Colorado Christian University and the University's certified statement of the student's academic record, including coursework, grades, and degrees earned. A replacement diploma may also be ordered for students who have lost their original diploma or for students who want an additional copy.

All official transcript and diploma orders are submitted through CCU's easy, online ordering system. Fax and e-mail orders are not accepted.

[ORDER TRANSCRIPT OR DIPLOMA ▶](#)

The link will redirect you to Parchment, a third-party vendor that processes our official transcripts.

Choose either **"Ordering your own..."** or **"Ordering on behalf of..."** and enter your email address and click **Continue**.



Ordering your own credentials
or academic records

OR



Ordering on behalf of
someone else

A MESSAGE FROM COLORADO CHRISTIAN UNIVERSITY

Welcome to Colorado Christian University's credential ordering service. Parchment allows you to place an order for diploma reprints, transcripts, letters of completion, and more.

START HERE - ENTER YOUR EMAIL ADDRESS

* Email

Continue

**If you have a Parchment account already, it will ask for your password.
If you have never accessed Parchment before, you will need to create an account.**

STEP 2A | IF YOU NEED TO CREATE A PARCHMENT ACCOUNT

If you don't have an account with Parchment already, you will have to create one and will have to verify your email address.

Enter your personal information. Please note that CCU is not directly connected to Parchment and your CCU credentials will not work with Parchment. Please use a personal email address and a different password when setting up your Parchment account. Once you have set up the account and verified your email address, it will direct you back to a dashboard.

CCU should be added to your account and you can skip the next step.
("Adding CCU to Your Parchment Account")

STEP 2B | IF YOU ALREADY HAVE A PARCHMENT ACCOUNT

If you already have a Parchment account, you will need to add CCU as one of your schools.

To do this, once you log in, click on the **Dashboard** option at the top of the page. Once in the Dashboard, scroll to the bottom of the page and click on the **+Add Another School or Organization You Attended** option. That will take you to a search bar to add CCU and add your enrollment information.

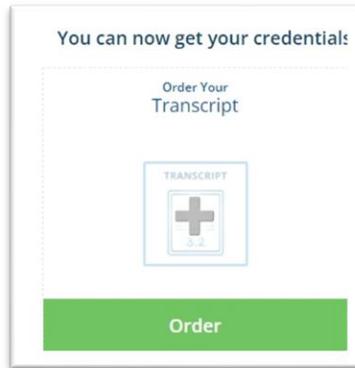
+ Add Another School or Organization You Attended

The screenshot shows the Parchment dashboard interface. At the top, there is a navigation bar with the Parchment logo on the left and 'DASHBOARD', 'ORDERS', and 'PROFILE' on the right. Below the navigation bar, there are two tabs: '1. Search' (active) and '2. Enrollment Info'. The main heading is 'Add Your School or Organization'. Below this heading, there is a sub-heading: 'Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.' The search area contains a text input field with 'Colorado Christian University' entered, a green 'Search' button, and a link for 'Advanced Search'. Below the search area is a table with three columns: 'School/Organization', 'Location', and 'Type'. There are two rows of results, each with an 'ADD' button.

School/Organization	Location	Type	
Colorado Christian University	Lakewood, CO, US	College /Undergraduate	ADD
Colorado Christian University	Lakewood, CO, US	College /Graduate	ADD

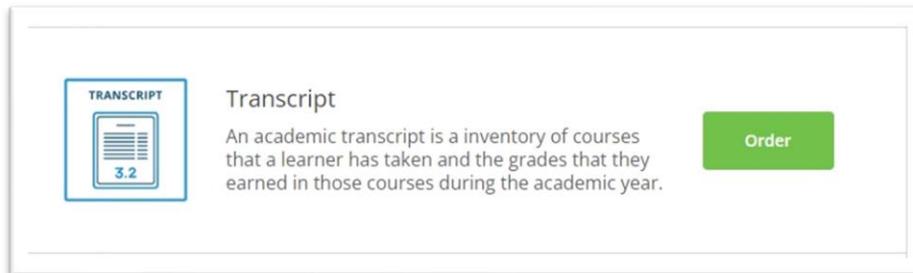
STEP 3 | CHOOSING TO ORDER A TRANSCRIPT

At the **Dashboard**, click on **Order** under Order Your Transcript



If applicable, enter any required information and click **Continue**.

Click on **Order** by the Transcript option.



STEP 4A | SENDING TO A COLLEGE OR UNIVERSITY

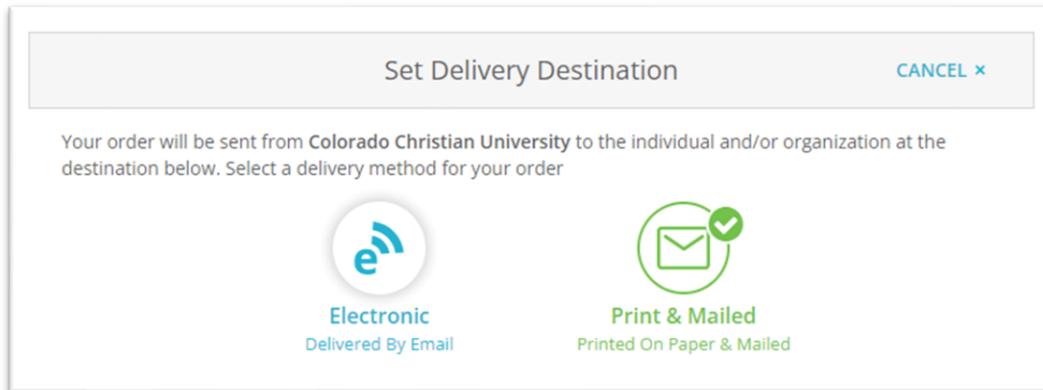
If you want to send the transcript to another College or University, type the University/College name where you want your transcript sent.

A screenshot of a form titled "Set Delivery Destination". At the top left is a "< BACK" link and at the top right is a "CANCEL x" link. The main text says: "Your order will be sent from Colorado Christian University to the individual and/or organization at the destination below." Below that is a note: "If you would like to order a paper copy of your credential, choose the 'I'm sending to myself or another individual' option below." There is a search input field with a magnifying glass icon, the placeholder text "Where would you like to send the credential?", and a green "Search" button. Below the search field is the word "OR" and a blue link with a person icon: "I'm sending to myself or another individual".

Note: In order for a transcript to be official, it must come directly from the University. Only send to yourself if you are keeping it as an archive, or do not plan to use it for further education.

STEP 4B | SENDING TO SELF OR AN INDIVIDUAL

If you want to send the transcript to yourself or another individual, click on "I'm sending to myself or another individual," then choose who you want it sent to.



Set Delivery Destination CANCEL x

Your order will be sent from Colorado Christian University 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

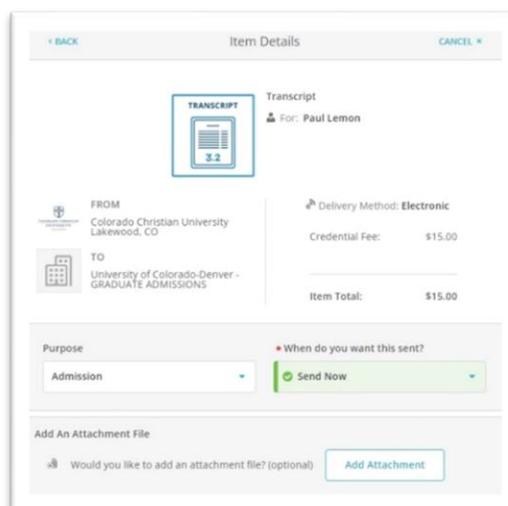
Select **Electronic** or **Print & Mailed**, then enter the Recipient Information.

If you choose email, it will be sent as a link for you/the recipient to download. Please note that transcripts that are sent to a personal email address must be downloaded/accessed within 30 days. After that time, they expire and a new order will need to be placed.

If you choose Print & Mailed, it will be sent to the address you give.

STEP 5 | CONFIRMING THE DETAILS OF YOUR ORDER

Once you have selected the Recipient, you will **verify the item detail**.



Item Details CANCEL x

Transcript
For: Paul Lemon

FROM
Colorado Christian University
Lakewood, CO

TO
University of Colorado-Denver -
GRADUATE ADMISSIONS

Delivery Method: **Electronic**

Credential Fee: \$15.00

Item Total: \$15.00

Purpose
Admission

When do you want this sent?
Send Now

Add An Attachment File

Would you like to add an attachment file? (optional) Add Attachment

On the **Item Details** page, please note the question **"When do you want this sent?"** If you choose **Send Now**, it will be sent immediately, even if grades have not yet been submitted for the semester. Please also note that grades can be submitted several weeks or longer after the end of the semester.

If you have pending grades or a pending degree, use one of the hold options to wait until all semester grades are in (**Hold for Grades**), or to have it sent once the degree is conferred (**Hold for Degree**).

Please note, we will not refund your payment if you chose the wrong option.

Slide down on the page, **sign** and enter your name, click on the **checkbox** for consent, and then click **Continue**.

On the **Summary page**, click **continue**.

Enter your **billing information** and click **submit payment**.
With few exceptions, your transcript will be sent within the hour.

CONFIRMATION

Parchment will send you email confirmation of your order, when it has been sent, and when it has been accessed by the recipient.

Important Notes

Transcript Holds

If you have an outstanding balance at CCU, Parchment will not automatically release your transcript.

In compliance with Colorado law, if you need this transcript for **employment, a job application, transferring to another college, applying for financial aid, pursuing opportunities in the military or national guard, or other postsecondary opportunities**, you can still get your transcript.

Once you order the transcript, send an email to transcript@ccu.edu, and explain that you ordered a transcript, have a hold, but need the transcript for work/further education. We may ask for additional information, but once we have what we need to confirm your request falls under the Colorado law exceptions, we will send your transcript.

Unofficial Transcripts

Currently enrolled students can access their unofficial transcript in their Student Planning account in [Self-Service](#). Unofficial transcripts are not available for former students or alumni. Former students who no longer have access to Self-Service will need to place an order for an official transcript.

Dual Credit Students

All grades for dual credit students are posted by individual high schools. If a grade has not been, please contact the high school directly. Students may check their grades by viewing their unofficial transcripts in their [CCU Self Service account](#). Directions to create a Self-Service account may be found on the CCU Academy Transcript webpage: <https://www.ccu.edu/academy/transcripts/>. If you have any issues creating a CCU Self Service account, please contact the dual credit team directly at dualcredit@ccu.edu or 303-963-3029.

Contact Us

If you have any questions or encounter any errors during the ordering process, please contact transcript@ccu.edu.