

How to Request a WCCC transcript for Dual Enrollment credits

1. Go to the Westmoreland County Community College website. (wccc.edu)
2. Under the Current Students tab, click on Transcript and Attendance forms
3. On the Transcript and Attendance forms page, select the transcript option (official or unofficial) you need.
4. Print out the Transcript Request form you need. A form is required for each request. Complete all required information including a complete mailing address where you would like to transcript to be mailed.
5. Return the completed Transcript Request form to:

Westmoreland County Community College
ATTN: Records Office
145 Pavilion Lane
Youngwood, PA 15697

6. You may also fax a completed Transcript Request form to the Records Office at 724-925-4292.

There is no fee to request an official or unofficial transcript and a student may request as transcripts many as needed.