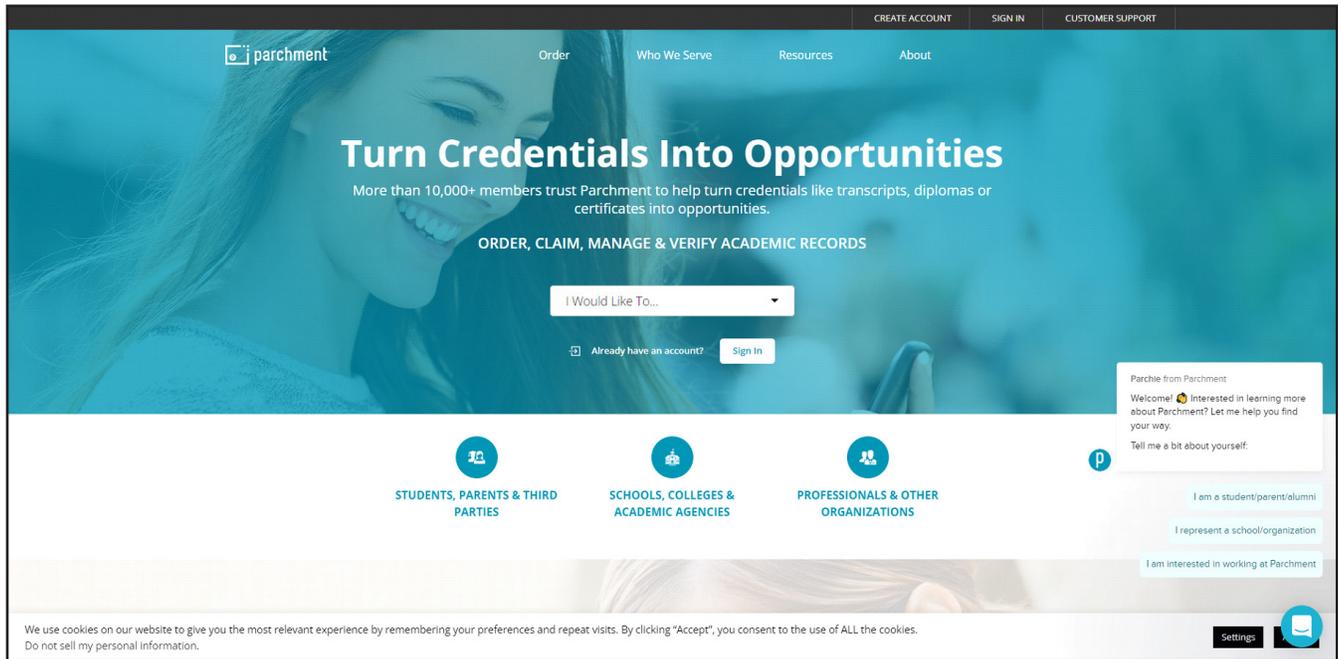
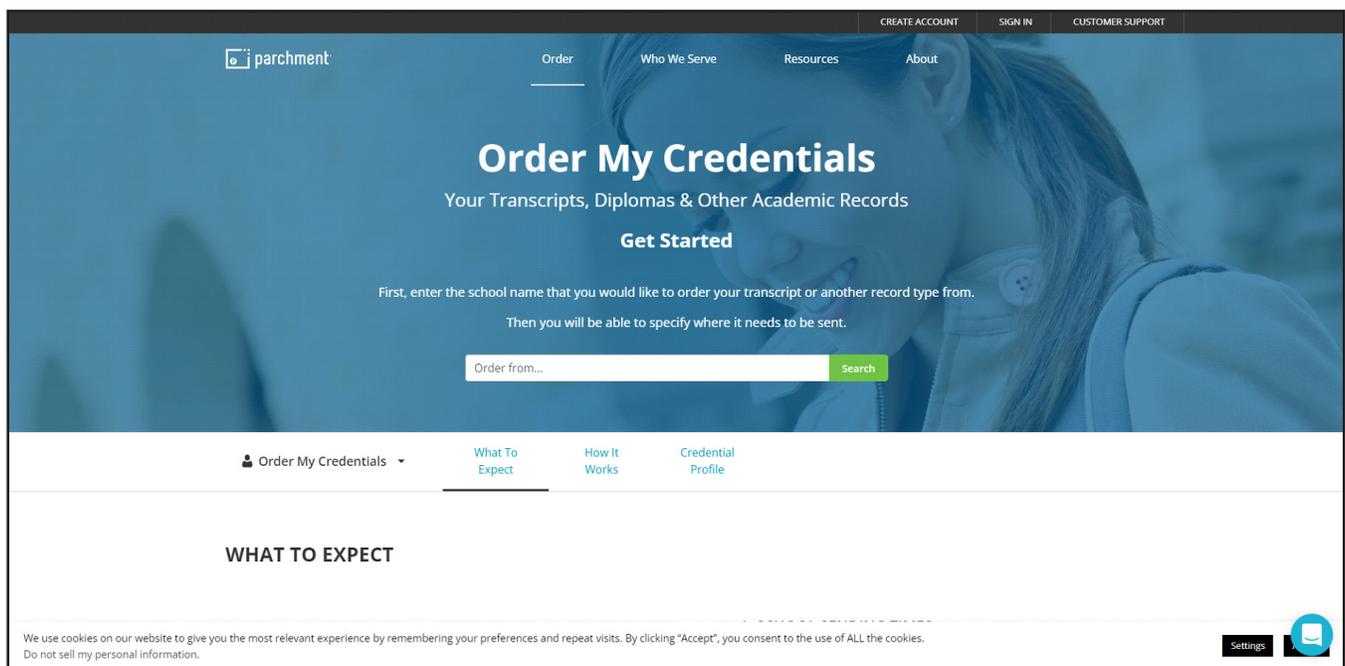




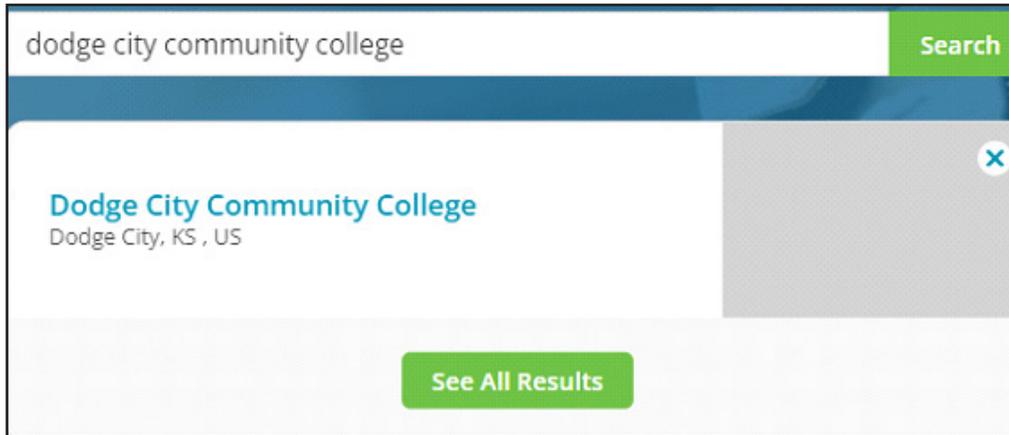
1. In your Internet browser, go to www.Parchment.com.



2. In the middle of the page, select 'I would like to... Order my transcript or credentials' from the drop-down menu.



- 3.** In the middle of the page, in the 'Order from' section, type in 'Dodge City Community College' and select the correct option.



dodge city community college Search

Dodge City Community College
Dodge City, KS , US

×

See All Results

- 4.** From here, you will select the options that describe you. It will ask if you are ordering your own credentials or academic records or if you are ordering on behalf of someone else. You will make your selection and scroll to the bottom of the screen.



Learner Account

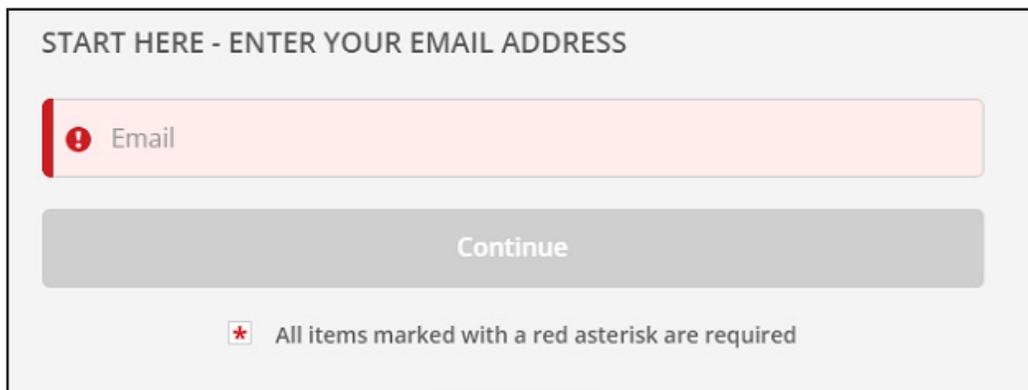
 **Dodge City Community College**
2501 N 14th Ave, Dodge City, KS, 67801-2399, US

 **Ordering your own credentials
or academic records**

OR

 **Ordering on behalf of
someone else**

- 5.** Enter your email address on the bottom of the screen. Note: If you already have an account set up with Parchment you can log in. If you have not used this service before, it will ask you to set up a new account.



START HERE - ENTER YOUR EMAIL ADDRESS

 Email

Continue

 All items marked with a red asterisk are required



6. Once logged in, you will then be prompted to fill out more information in order to help our records office better find your academic records. Select Continue when your information is complete.



Dodge City Community College
would like you to provide the following information:

* Are you currently enrolled?

* What was your first year of attendance?

* Your last 4 SSN [Don't Have One?](#)

* Please verify your name while attending
 Same name
 Other name variation or maiden name

Finish creating my Parchment account *without* placing an order right now.

* All items marked with a red asterisk are required.

7. Select Order.

Available Credentials [CANCEL X](#)



The following credentials are available from Dodge City Community College. Start your order by selecting a credential listed below (you can add more later)



Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.



8. You will then fill in where you are wanting the transcript to be sent. In the bottom left of this section there is a drop-down menu asking when you would like the transcript to be sent. PLEASE NOTE: If you would like to have your transcript held until grades/degrees are posted on the transcript, DO NOT select SEND NOW. SEND NOW should only be selected if you want the transcript sent immediately.

<BACK Set Delivery Destination CANCEL X

Your order will be sent from **Dodge City Community College** to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual ?

 Transcript
For:

 FROM
Dodge City Community College
Dodge City, KS

 TO
Fort Hays State University

Delivery Method: **Electronic**

Credential Fee: \$7.50

Item Total: \$7.50

* When do you want this sent?
Send Now



9. You will then be prompted to provide a signature, as well as your full name. You will sign, check the certification box, and then select Continue.

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X _____

Type full name as signed above

* First Name	Middle Name	* Last Name
--------------	-------------	-------------

* I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

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

10. An order summary screen will then appear confirming the order information. If anything is incorrect on this screen, you will need to go back and update it to the correct information.

It will then ask for your payment information. After all information is entered, Submit Payment.

NOTICE OF NON-DISCRIMINATION: Dodge City Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following offices have been designated to handle inquiries regarding the non-discrimination policies: Vice President of Student Services & Risk Management/Co-Title IX Coordinator, 2501 N. 14th Ave., Dodge City, KS 67801, (620) 227-9204 (jkinzer@dc3.edu), Vice President of Academic Affairs/Co-Title IX Coordinator, 2501 N. 14th Ave., Dodge City, KS, (620) 227-9359 (jholwerda@dc3.edu), or Assistant Vice President of Administration & Human Resources/Co-Title IX Coordinator, 2501 N. 14th Ave., Dodge City, KS 67801, (620) 227-9201, (kohlschwager@dc3.edu). v. 090122

