



CMC Main Campus
 6162 Rotary Way, Student Services
 Joshua Tree, CA 92252
 PH: (760) 366-3791 ext. 4232
 FAX: (760) 366-5255

CMC Military Base Office
 1530 6th Street, Room 209
 Twentynine Palms, CA 92278
 PH: (760) 366-3791 ext. 4368
 FAX: (760) 830-4157

COPPER MOUNTAIN COLLEGE OFFICIAL TRANSCRIPT REQUEST

Please email the completed form to **Admissions&Records@cmccd.edu** for processing.

| | |
|--------------------------------|-----------------------------|
| Current Name: _____ | Student ID: _____ |
| Former Name: _____ | Date of Birth: _____ |
| Mailing Address: _____ | Last 4 of SSN: _____ |
| City, State, Zip: _____ | Phone: _____ |
| Email: _____ | |
| Dates Attended: _____ | |

Update Copper Mountain College official school records with the information above.

- | | |
|---------------------|------------------------------|
| Currently enrolled | Send Now |
| Hold for pickup | Send after grades post |
| CMC Nursing Program | Send after degree is awarded |

Send Official Transcripts to me at the address above

Send Official Transcripts to the recipient below

Recipient Name: _____
 Mailing Address 1: _____
 Mailing Address 2: _____
 City, State, Zip _____
 ATTN: _____

| Transcript Fees and Processing Time | | | | |
|-------------------------------------|-------------------|------------------------------|--------------|----------|
| Type | Processing time | US Postal Mail | Fee per copy | Quantity |
| First two free | 5-7 business days | Additional 5-7 business days | Free | |

 Student Signature _____
Date

For Office Use Only

_____ Hold on file _____ Free Copy Available Clerk's Initials: _____