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.

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.

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.
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.

7. Select Order.

Available Credentials

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.
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.

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).