

→ **COVID-19 Information and Vaccine Requirements**
(<https://www.riohondo.edu/student-health-services/coronavirus/>)

Records

The Admissions and Records Office maintains all academic records of current and former Rio Hondo College students. Our office assists students with official transcripts, unofficial transcripts, enrollments verifications, student data changes, drops and withdrawals from classes, graduation and degree/certificate audits.

Access to Student Records

All currently enrolled or former students have the right of access to any records relating to them and maintained by the college. Students may inspect and review records relating to them and maintained by the college. Students may inspect and review records during regular business hours in the Admissions and Records Office. Requests for access to records will be granted no later than five (5) working days following date of request. Qualified personnel will be present to interpret records for students.

Student Records

PRIVACY ACT – All student records at Rio Hondo College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)).

Students may request access to those campus records that personally identify the student; the student may challenge the accuracy or the appropriateness of its retention in the campus records. Students consent is needed for the release of records covered by the FERPA Act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the Act (e.g., campus officials; other schools; federal educational and auditing officers; and requests in connection with the application of receipt of financial aid). These provisions apply to records received and used after November 1, 1974. A student may request a report summarizing the number of records he /she has requested or given consent to be released. Complaints as to procedure or improper release of record information may be filed with the Office of Education, HEW FERPA, DHEW, 330 Independence Avenue, S.W., Washington, D.C. 20210

Grade and Grade Changes

For information regarding our grading policy click here (</admissions/grade-policy/>)

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Transcripts

Submitting Transcripts From Other Schools

Rio Hondo College's policy for accepting transcripts is as follows, we accept official transcripts in a PDF format and official paper copies mailed directly from the institution to Rio Hondo College.

Please contact the Admissions and Records Office of your previous school and request an official transcript to be mailed to:

*Rio Hondo College
Admissions & Records Office
3600 Workman Mill Rd
Whittier, CA 90601-1699*

Requesting Transcripts From Rio Hondo College

Rio Hondo College does **NOT** accept transcript requests by telephone or e-mail.

Please note: In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), records may not be requested by a third-party without the prior written authorization of the student. This includes the parents of a minor student.

How to Order Official Transcripts

There are 3 ways you can order your Rio Hondo College Transcripts (processing time in parenthesis):

- **Option 1: Web & Electronic Request (same day for PDF, 1-2 days for FedEx, 3-5 days regular delivery)**
- **Option 2: Mail-In & Fax Request (7-10 days)**
- **Option 3: In-Person Request (7-10 days)**

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Online Request

Ordering transcripts online is the fastest and most convenient method. Rio Hondo College utilizes Credentials, Inc. and accepts transcript requests via a secure web site 24 hours per day, 365 days per year. Operator assistance available (CST/CDT) 7:00 a.m. to 7:00 p.m. Monday through Thursday; 7:00 a.m. to 5:00 p.m. Friday, by calling (847)-716-3005.

Official Transcripts are \$5.40 per copy*

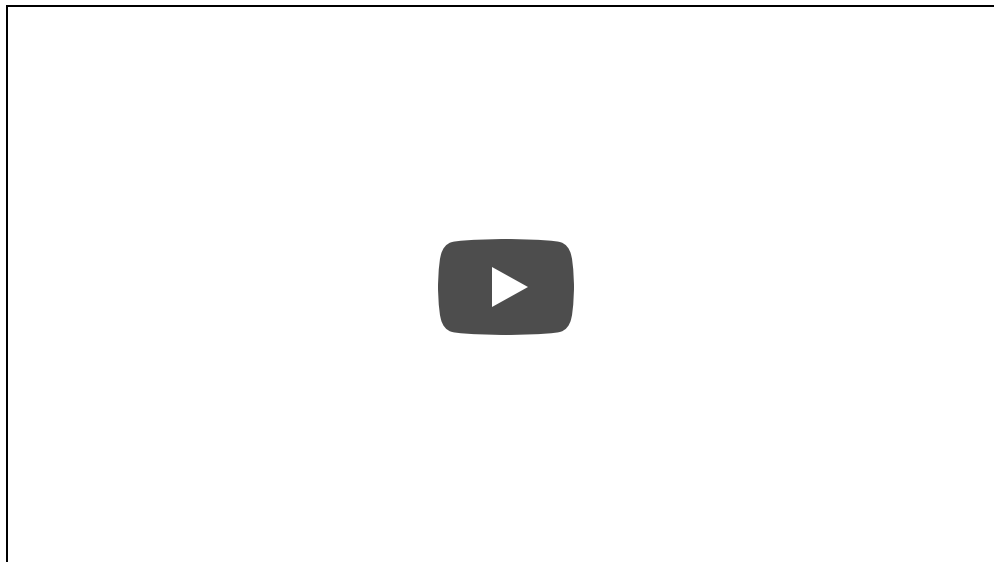
Internet service accommodates four types of transcript requests. Confirmation email sent when transcript order is complete.

1. **Regular Service:** Mailed via USPS approximately 3-5 business days after receipt of signature authorization. Please allow additional time during peak periods.
2. **FEDERAL EXPRESS:** Additional fees apply*. Address destination cannot be a PO Box, a signature is required for delivery. Requests must be made before noon Monday – Thursday for next day delivery and before 10:00 am on Friday for Monday delivery.
3. **PDF Electronic Delivery:** For participating schools and by Third-Party Recipient*.
4. **Hold for Semester Grades:** Processed approximately 30 days after close of semester.

Note: Course work taken prior to Fall 1984 may take approximately 14 business days to process.

***For Fed-ex and third-party electronic transcripts pricing information, click on the “Pricing Schedule” tab.**

For a tutorial on how to order transcripts online, see the youtube video below.



Please click on the TranscriptsPlus® logo below to begin your order. (<https://www.credentials-inc.com/cgi-bin/DVCGITP.pgm?ALUMTRO001269>)



(<https://www.credentials-inc.com/cgi-bin/DVCGITP.pgm?ALUMTRO001269>) ()

Mail-In & Fax Requests

To request transcripts by mail/fax, please submit the following information in a typed letter. Requests received by mail/fax take approximately 10-15 business days to process upon receipt. Please allow additional time during peak periods. Transcripts include grades of all courses taken at Rio Hondo. The first two copies ever requested are free of charge. This includes all documents requested in the past. Any additional documents requested in writing are \$3.00 each. You may mail/fax your request to:

Note: Course work taken prior to Fall 1984 will take approximately 14 days to process.

- Student Name (Last, First, MI)
- Other Names Used at Rio Hondo College
- Student ID and/or Social Security Number
- Date of Birth
- Approximate Dates of Attendance
- Student Mailing Address
- Phone and/or Email Address
- Mailing Address for Each Transcript Request
- Student Signature

Send requests with cashier check or money order only payable to:

*Rio Hondo College
Admissions and Records
3600 Workman Mill Road
Whittier, CA 90601-1699
Or fax to: (562) 463-3153*

To print a transcript request form, click on the link below to view it in the browser and print it. Please fill out the form completely. Include the address you want the transcripts mailed to. Be sure to sign the form and mail to the address above.

The form is in Adobe PDF format. If you do not have software that will view the file, it will ask you to download it, rather than view in the browser. If it attempts to download, first download and install the free Adobe Reader software.

The Free Acrobat Reader® software is required to view and print the Transcript Request Form. Click here to get Adobe Reader (<http://www.adobe.com/products/acrobat/readstep.html>)

Download Transcript Request Form (<http://www.riohondo.edu/admissions/wp-content/uploads/sites/6/2014/02/TranscriptRequestForm.pdf>)

PLEASE READ ALL INFORMATION BEFORE REQUESTING TRANSCRIPTS

Note: ALL fees and policies are subject to change without notice.

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In-Person Request

A picture I.D. is required to request records.

- You may request your official transcript in person at the Admissions and Records Office. We are located in the Student Services Building. (SS-120)
- The first two transcripts/documents **EVER** requested are free (mail, or in-person), **\$3.00** per copy thereafter.
- Transcripts sent directly from Rio Hondo College are considered official. Personal copies are official until envelope is opened. **It is the student's responsibility to make sure that the receiving institution accepts personal copies.**
- No partial transcripts will be issued
- Regular Mail – 7-10 business days PLUS regular mailing time.
- A Photo I.D. of the student is required for ALL transcript requests.
- All transcript fees are payable at the time the transcript request is submitted.
- **Note: Course work taken prior to Fall 1984 may take approximately 20 days to process.**

Transcript Policies

- Students are responsible for requesting the CSU/IGETC Certification to be included with their transcripts. This service is only available when certification and a transcript are being sent to a participating institution. Please be advised that there is NO RUSH for this service. **Note:** All AP, SAT scores and other college transcripts must be on file at the time the request is submitted if you want them to be included with certification.
- Transcript requests **will not be held** for final term grades. It is the **student's responsibility** to ensure that all grades have been posted prior to requesting a transcript.
- Please allow delivery time for all mailed transcripts. Admissions and Records are not responsible for mail mishandled by the U.S. Post Office, receiving institution or agency.
- Transcript orders will not be processed until all outstanding debts are cleared.
- RHC does not release transcripts from other institutions. Transcripts only include RHC completed coursework.
- We do not process phone or email requests due to student confidentiality.
- We do not fax transcripts.
- RHC does not release transcripts for hand carry, all transcripts will be mailed or delivered electronically by PDF.

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Unofficial Transcripts

Use your AccessRio login and password to view and print unofficial transcripts. There is no charge for this service.

- Go to AccessRio (<https://accessriopro.riohondo.edu/>)
- Enter your User Name & Password: example(john.smith1234), password 071785

- If this is your first visit you will need to set up your three security questions, in the last empty field you create a question, and answer your own question.
- Once you have logged in, click on the student tab
- In the registration tools box click on **My Student Records**
- Click on student records
- Click on View Unofficial transcripts
- Choose UG for Under Grad
- Click submit
- View or print.

Click here to see how! (</admissions/how-to-view-unofficial-transcripts/>)

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Apply For Admission

Who May Attend

- High school graduates
- Individuals in possession of a California high school proficiency certificate, GED or certificate of completion
- Individuals at least 18 years of age and no longer attending high school
- International/foreign (</admissions/international-students/>) students who are eligible for admission under the USCIS guidelines
- High school student (</admissions/high-school-students/>)* – must complete and submit Concurrent Enrollment Form

* IF you are a graduating high school senior concurrently enrolled at Rio Hondo College AND plan to attend the subsequent term, you will need to reapply as a first time college student.

PLEASE NOTE:

According to state (ED49061) and federal (FERPA (<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>)) regulations, parents of a community college student **DO NOT** have the right to access their child's student records regardless of whether the student is under the age of 18.

Do I Need To Apply

- You need to apply (<https://www.openccapply.net/ccapply-welcome?cccMisCode=881>) if:
 - You have NEVER applied to Rio Hondo College
 - You are a returning student (missed the previous semester, excluding summer)
 - High school student
- You **DO NOT** need to apply if you are a continuing student (currently registered in a class)

Application Procedure

TIPS for completing your application:

- Use your full legal name.
- Use a valid email address that you check frequently.
- Have your social security number handy. Your social security number IS NOT used as your student identification number, instead you will be assigned a Rio Hondo College ID number. However, your social security number is REQUIRED for Financial Aid, Enrollment Verification with National Student Clearing House (NSCH), 1098Ts (tax credit), G.I. Bill and other financial processes.

- Have names and dates (mm/yy) of all high schools and colleges attended available.
- It is critical that you be as accurate and complete as possible when filling out the application. Mistakes or omissions will likely delay the processing of your application.

Step 1

- New students must create a User Account (<https://www.opencccapply.net/cccapply-welcome?cccMisCode=881>)
(*Be sure to save your User Name and password*).
- Sign In using your User Name and password and complete the application.
- Print the confirmation page for your records.
- Submit the application by clicking the “FINISH” link.

Step 2

- Check your email for:
 - Immediate confirmation of application received.
 - Within four (4) business days you will receive your “Welcome Email” which includes your Rio Hondo College student ID number, user name and login instructions. Be sure to check your SPAM and Junk folders.