

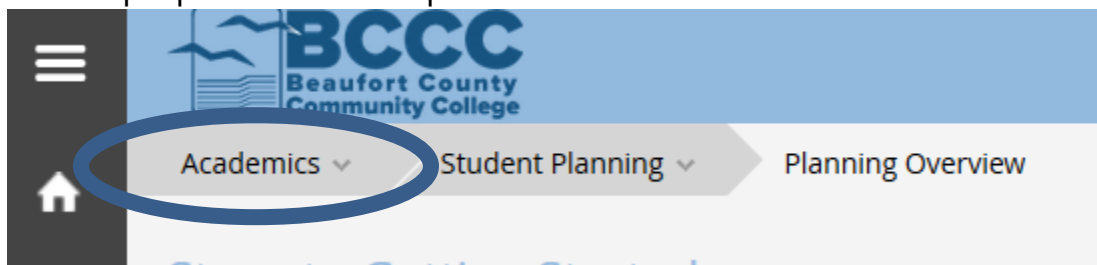


BEAUFORT

COUNTY COMMUNITY COLLEGE

Printing Continuing Education Unofficial Student Transcripts

1. Navigate online to the Beaufort County Community College home page.
www.beaufortccc.edu
2. Click on the **SELF-SERVICE** link in the upper left corner.
3. Log-in with your student username and password.
 - a. **What is my username?** Your user name will consist of your first name, middle initial and the last four of your College ID number.
For example, a person with the name of John H. Doe and a College ID of 987654 will login as: JohnH7654.
 - b. **What is my password?** last six digits of social security number (students); or same as Office365/AD (employees). If you did not provide a social security number at the time of registration, your password will consist of six zeroes.
 - c. If you do not remember your password, please contact a member of our IT team at to itsupport@beaufortccc.edu or via phone at 252-940-6300.
4. Click on the Academics menu at the top of the screen. Click on the Unofficial Transcript option from the drop-down menu.



5. Click on the Continuing Ed Transcript link.
6. You may choose to Open the PDF file or Save the PDF file.

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7. If you have any challenges during this process, please call the Continuing Education Registration and Records Office at 252-940-6375, email continuingeducation@beaufortccc.edu, or visit the [Continuing Education Live Support Room](#) for additional assistance.

****Note:** please visit the College and Career Readiness office on the BCCC Campus in Building 8, Room 814 for information on obtaining copies of high school equivalency transcripts or call 252-940-6325.

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