High School Students Pursing a Degree with KCC after High School Graduation

1. After student graduates' high school, please submit high school transcript to KCC Registrar's Office.

2. Request an Official Transcript from any other university or college you may have attended. (See Klamath Community College's website regarding sending Official Transcripts to KCC from other institutions guidelines)

Sending Official Transcripts to KCC from other Institutions

Official transcripts must be sent directly from the sending institution's Registrar's Office. KCC will not accept forwarded transcripts from the student.

Transcripts must be sent directly by the issuing institution to KCC. The options for sending transcripts depend on the issuing institutions. KCC accepts transcripts electronically from the following transcripts servicing companies:
Please ensure that the transcripts are sent to **Registrar@klamathcc.edu**:
- Parchment
- National Student Clearinghouse
- e-Scrip Safe

Official Transcripts can likewise be mailed to:
KCC, Registrar's Office,
7390 South 6th Street,
Klamath Falls, OR 97603.

Note: Electronic PDF Transcript – The electronic transcript is only official when it is sent directly to KCC by the issuing institution Registrar's Office. **Forwarding a PDF transcript makes it unofficial**.

3. Contact a KCC Student Success Representative in Building 9 Founders Hall or email, to choose a Degree/Certificate.

   - **Walk in:** 7390 South 6th Street, Klamath Falls Oregon 97603. Building 9 Founders Hall
   - **Email:** KCC@klamathcc.edu
     - **Subject Line** - Request Change of Degree/Certificate
     - **Body**- List your full name and ID number or Birthdate
     - **Program of Interest- Example**: Associate of Applied Science.
     - **Contact**- Phone number
     - **Include the Registrar's office in this email (CC)** Registrar@klamathcc.edu

4. Submit your **Petition to Graduate** by the deadline, which is May 2025.