

TRANSCRIPTS

Each student receives a Grade Report at the end of a semester by referring to the student web portal. The student is the only person who can authorize the Registrar's Office to transmit an official transcript of their academic record to another institution or party. Transcript request forms are available from the Registrar's Office or on the College web site, www.nccc.edu. All requests for official and/or unofficial transcripts must be made in writing and include the requesting student's signature. If the student is in good standing with all College offices and does not have any financial holds, the request will be granted upon payment of the prevailing fee for official transcripts. Allow approximately five to seven days for processing.

- Students have the right to review their academic records as maintained in the Registrar's Office. NCCC cannot release any documents from any other institution sent to the College for admissions purposes.
- In accordance with Public Law 93-380 (FERPA), students shall have the right to copies of their official NCCC records upon written application and payment of the prevailing Registrar's Office fees.