

NCC has partnered with the National Student Clearinghouse (NSC) to provide online transcript ordering for our students and alumni. If you have attended since 1993, electronic and paper transcripts are available when ordered online.

Current students or former students with an Easylogin account may order an official transcript by logging into the [Student Information System \(SIS\)](#).

Once logged in, from the welcome page:

- Select **Student**
- Select **Student Records**
- Select **NCC – Request Transcript**
- Select **Order Transcripts** on the NSC Transcript Ordering Center site. You may also navigate directly to the [NSC web site](#).

Alumni and former students may submit transcript requests [directly to the National Student Clearinghouse](#).

Note:

Students who attended prior to 1993 are only able to request a paper copy of your transcript directly from the Registrar's Office. Electronic transcripts are not available for attendance prior to Summer 1992.

Please complete the [Transcript Request Form](#) (PDF) and return to the Registrar's Office. Completed Transcript Request forms may be returned:

- By email to NCCRegistrar@ccsnh.edu
- By mail to NCC Registrar's Office, 505 Amherst St, Nashua, NH 03063
- By fax to 603-883-1636

Note: Transcripts will not be processed if a student has an outstanding financial obligation to NCC or any CCSNH College.

Transcripts are typically processed within 48 hours of receipt, but during peak periods (such as the start or end of semesters) processing may be delayed.

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