

**Request a Transcript Online for Pick-up
via the NVC Student Services Website**

Step 1: Log on to Student Services website

[Student Login](#)

-Student ID is social security number

-Default *PIN* is birth month & year.

If PIN unknown it can be reset on student services website.

-Under Student Records' click on Official Transcript Request

Step 2: Request Transcript

Complete Add or Submit a New Request:

-Send To' section

-Send To field: Enter full name

-Street 1 field: Enter **Pick -up**

(indicates that transcript will be picked up)

-Street 2 field: Enter street address where
transcript will be mailed if not picked up.

-City / State/ Zip Codes Fields: Complete with
required information

-Delivery Method: Option not available

Step 3: Complete Request Options

(to the left of address information)

If submitting transcript request to only one address

-Action Field: Select Submit

-Process and Copies fields: Make selection based on needs.

-Transcript Field- Undergraduate

-Click on Continue

If Submitting requests for multiple addresses:

-Action Field: Select Add

- Process and Copies fields: Make selection based on needs.

-Transcript Field- Undergraduate

-Click on Continue

-Repeat process for each transcript needed.

-When adding last transcript, change Action field

on each request to Submit

-Click on Continue

Step 4: Review Requests for Accuracy

Step 5: Click on submit to request transcript.

Step 6: Pick up transcript

NOTES:

- Please allow 48 business hours for the request

to be processed.

Visit the Transcript Services Counter in Manzanillo hall to pick up transcript. Transcript Service Counter hours: Monday – Thursday 9:00 am – 6:00 pm and Fridays 1:00 pm – 5:00 pm

- Transcripts not picked up within seven business days will be mailed to address provided by student.

OFFICIAL TRANSCRIPTS

Must remain in a sealed envelope.