

Requesting Transcripts from Luzerne County Community College

- **Transcripts will only be processed for students with no outstanding balances or holds on their account.**
- Please allow 3 to 5 business days for processing once request is received.
- There is a \$5.00 fee per copy payable at the time the request is submitted. Payment will be accepted in the form of cash (in person only), credit card (web requests only), check, or money order.
- **Transcript requests are NOT accepted by phone, email, or fax**
- **We do not send transcripts electronically. We send them as a paper copy in the mail.**

Request online:

Request your transcript online using Self-Service at: Self-Service.luzerne.edu

*Payment, by credit card, will be required immediately after the request is submitted.

*****For Current Students:** Do not request transcripts until your final grades are posted in Self-Service unless needed before semester ends. If they are not posted in Self-Service they will not be on your transcript.

If you have never accessed Self-Service before, you can retrieve your Self-Service user id:

- click on: Forgot your "user name" and Enter the following information: Last Name* & Email Address* (Leave First Name blank)
- If your account can be identified, an email will be sent with your user name information.
***Last Name and e-mail must match our system information.

If you do not get an e-mail, go to this link: <https://studentportal.luzerne.edu/myssid/> and enter the information required. *Please read through information on screen regarding your email.*

- Once you have your user name, go back to log in screen and select "Forgot Password." It should email you a temporary password that you can use to log in.
 - Change your password (when prompted) to something unique.

If you still have issues getting into Self-Service, contact:

LCCC IT Help Desk at (800) 377-5222 x7711 or x7752 or helpdesk@luzerne.edu

Lisa Radziak, Database Administrator at 570-740-0752 or lradziak@luzerne.edu

If you do not have a credit card and wish to pay by check or money order please complete the request form on the next page and mail it to:

Registrar's Office
Luzerne County Community College
521 Trailblazer Drive
Nanticoke, PA 18634-3899

In Person: Drop off the form at the Registrar's Office located in Building #5, Room 516, Main Campus, Nanticoke (Payment will need to be made in the Business Office after request is cleared by the Registrar's Office)

For more information:

Email: transcripts@luzerne.edu or Phone: 1.800.377.LCCC (5222), ext. 7594



Transcript Request Form

Transcripts will only be processed for students without any holds on their account.

We do NOT e-mail, fax, or expedite Transcripts

Student ID _____ OR Soc Sec # _____

Current Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email address: _____

Birth date: _____ Former Name(s) _____

Total number of copies requested: _____ x \$5 per/copy **Payment Total:** _____

I am requesting Official _____ Unofficial _____ copies

(Note: *Official Transcripts are in a sealed envelope and required by most institutions)

Send transcripts with the following criteria (check one):

- _____ Send as the Record Now Stands
- _____ HOLD until Current Term Grades are posted
- _____ HOLD for Degree Posting

SEND TRANSCRIPTS TO:

(Put organization name and full address)

Note: All holds must be cleared before transcripts can be processed. Internal processing time is 3 to 5 business days. However, this can be longer during peak registration periods.

Signature: _____ Date: _____

I understand that completion of this form bearing my handwritten signature will allow LCCC to send transcripts of all work completed to the institution listed above.

<p>PAYMENT INFORMATION (\$5.00 per copy)</p> <p>Payable to: Luzerne County Community College</p> <p>_____ Money Order enclosed OR Check No. _____</p>

Mail or Drop Off:

Registrar's Office
 Luzerne County Community College
 521 Trailblazer Drive
 Nanticoke, PA 18634-3899