



*4 year universities require an NTCC  
transcript as proof for university  
credit*

## **TRANSCRIPT REQUEST PROCEDURE**

### **NORTHSHORE TECHNICAL COMMUNITY COLLEGE**

#### **Florida Parishes Campus**

**In order for a student to request a Northshore Technical Community College transcript, the student must:**

- **Go to the NTCC website ([www.northshorecollege.edu](http://www.northshorecollege.edu))**
- **Go to the Current Students tab on the left and click**
- **Go to Transcript Request and click**
- **Proceed to Transcript Order Form and fill out all of the information that is requested in the form.**

**The following information will be needed to obtain a transcript:**

**Student LoLA #, which can be received by calling the Lacombe Campus Student Services Office at 985-545-1246 or 985-545-1247.**

**The \$5.00 transcript fee may be paid via a credit or debit card.**

**If you are requesting an unofficial transcript call 985-545-1246 or 985-545-1247.**