

Niagara County Community College Ordering Transcripts Online


CAP STUDENT:

Go to www.niagaracc.suny.edu

- ❖ Click on **Academics**, then **Registration & Records**
- ❖ Under "**Get Started**", click "**Transcripts**"
- ❖ Select the **Transcripts Plus Icon**
- ❖ Read the Ordering Overview then click "**Start My Order**"
- ❖ Enter student and ordering information
- ❖ Once you get to the section below, please check the appropriate box

Tell us when to release your transcript(s):



 High School College Course(s) - Check here if you are **CURRENTLY ATTENDING** high school and taking college credits through NCCC.

Transcripts mailed in June at the end of your school year.

Standard Fees and Delivery Options

- ✓ Official Transcripts: \$8.00 **each** for regular First Class Mail, Electronic Transmission (PDF) or for Pick Up.
- ✓ Domestic Federal Express overnight to main 48 states \$18.00 + \$8.00 (transcript fee) **per recipient**.

QUESTIONS?

Call: 716-614-6250

NCCC Main Campus

Registration & Records Office

Notar Administration Building, Room A201

Email: registrar@niagaracc.suny.edu

Office Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday/Thursday 8:00 a.m. – 6:00 p.m.

Assistance with ordering while on computer: call Credentials Customer Service: 1-800-646-1858



TranscriptsPlus®

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