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](http://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/](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](mailto:helpdesk@luzerne.edu)
Lisa Radziak, Database Administrator at 570-740-0752 or [lradziak@luzerne.edu](mailto: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](mailto: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.

PAYMENT INFORMATION ($5.00 per copy)

Payable to: Luzerne County Community College

_______ Money Order enclosed OR Check No. _____________

Mail or Drop Off:

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