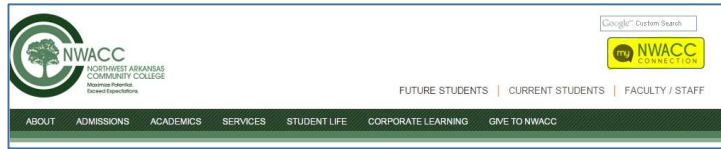


Requesting an Official Transcript

1. Click on My NWACC Connection button on the homepage (www.nwacc.edu)

If you do not have access to My NWACC

Connection, please complete the [paper form](#)



2. Log-in to My NWACC Connection

Log-in with you User name and password. Utilize the Change/Rest Password and the First Time Users links if needed. Contact the Student Helpdesk at 479-619-4357.



3. On the left hand side, click on Student Records, then Transcript Request

A+ Student Records

- View Holds
- Transcript and Grades
- Degree Evaluation
- Apply to Graduate
- Enrollment Verification
- Transcript Request

4. Follow the instructions at the top of this page to designate a recipient of the transcript

Select a mailing address

*****READ CAREFULLY*****

Use **ONE OF THREE OPTIONS** to designate a recipient of your transcript:

- **Option 1 - To SEND TO ANOTHER COLLEGE/UNIVERSITY:**
 - Use the **External College Code** box to enter the other college's FICE code. Then click **Continue**.
 - Or use the **Look Up College Code** link if you do not know the FICE code.
 - **DO NOT SELECT NWACC** as the External college.
- **Option 2 - To SEND IT TO YOURSELF:**
 - Use the **One of Your Addresses** box to select an address.
 - Click **Continue**.
- **Option 3 - To SEND IT TO A DIFFERENT LOCATION other than another college/university or yourself:**
 - Use the **Issue to** field by typing in the name of the person or location that you want your transcript sent to.
 - Click **Continue**.
 - **You will be asked for the address information on the next screen.**

External College Code: Look Up College Code [Link](#)

One of Your Addresses:

Internal College:

Issue to:

5. Follow the instructions at the top of this page to choose your transcript type and course levels and verify address information.

Select Transcript Type

- For **Transcript Type**, choose **Official**.
- For **Course Levels**, use the legend below to assist making your choice.
 - Students who have taken more than one type of courses, may have different options:
 - Continuing Ed Unit = NWACC employee professional development courses.
 - Non-Credit/Non-Gradable = Workforce non-credit courses.
 - Undergrad/Fresh/Soph = Freshman/Sophomore Credit Courses
 - Selecting "All Levels" will include all continuing education, non-credit and credit courses on your transcript.
- ATTENTION:** Enter or Verify the correct address information.
- Leave **International Access Number** blank.
- Click the **Continue** button.

* Indicates required field

Transcript Type: * Official Transcript ▼

Course Levels:* Undrgrad/Fresh/Soph ▼

Issued To: Brooke L. Holt

Street Line 1: 15945 W Hwy 12

Street Line 2:

Street Line 3:

City: Gentry

State or Province: Arkansas ▼

Zip or Postal Code: 72734

Nation: United States of America ▼

Area Code: 479

Phone Number: 7361335

Extension:

International Access Number:

6. Follow the instructions at the top of this page to select the number of transcripts you need, to indicate that the transcript needs to be held until grades for the current term are in and to select your delivery method.

Unofficial Transcript Request Information

- Enter the number of transcripts that you need.
- All transcripts will be official.
- Print Transcript:** If transcript needs to include final grades for a term, select "Hold for Grades." I
- Delivery Method:** This is where your transcript will be processed.

Number of Copies (Up to 10): 1

Official Transcript: Yes No

In Progress Cut-off Term: 2007 Spring Credit ▼

Print Transcript: As soon as possible ▼

Delivery Method: * Main Campus \$5.00 per copy ▼

Continue

To hold your transcript for final grades for an in progress term select "Hold for Grades".

The delivery method will determine where your transcript will be processed. Either it will be processed at the "Main campus" in Bentonville or at "WCC campus" in Springdale. NOTE: This is not the location to pick up a transcript. To pick up a transcript you need to come to campus.

Transcript Request Information

- Enter the number of transcripts that you need.
- All transcripts will be official.
- Print Transcript:** If transcript needs to include final grades for a term, select "H
- Delivery Method:** This is where your transcript will be processed.

Number of Copies (Up to 99): 1

Official Transcript: Yes No

In Progress Cut-off Term: 2007 Spring Credit ▼

Print Transcript: Hold for grades ▼

Delivery Method: * Main Campus \$5.00 per copy ▼

Continue

7. Confirm the request information

Transcript Request Confirmation

Issued to: Jane Smith
Street: 123456 Some St
City: Anywhere
State or Province: AR
Zip or Postal Code: 72777
Nation: United States of America
Phone Number: (479) 7361335
Course Levels: Undrgrad/Fresh/Soph
Copies Ordered: 1
Official Transcript: Yes
Delivery Method: Main Campus
Cost of Order: \$5.00
Payment Method: Web Payment
Print Transcript: Hold for grades

8. Pay for your transcript

8a. Enter Card Account Information

Amount and Method
Payment Information
Submit Payment
Payment Receipt

Description: Transcript Request

Payment amount: \$5.00

Payment method: Credit or Debit Card

Account Information

*Indicates required fields

*Card account number:

Credit or Debit Card - We accept the following credit and debit cards.

8b. Enter Payment Information

Amount and Method
Payment Information
Submit Payment
Payment Receipt

Description: Transcript Request

Payment amount: \$5.00

Payment method: Credit or Debit Card

Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxx5454

*Name on card:

*Card expiration date:

*Security code: (what is this?)

Credit or Debit Card - We accept the following credit and debit cards.

Cardholder Billing information

My billing address is international

*Billing address:
 Billing address line two:

*City:

*State/Province:

*Postal code:

*Country:

*Email: (Receipt will be sent to this address)

8c. Review Payment Information

Amount and Method
Payment Information
Submit Payment

Submit Payment

Please review the transaction details, then submit your payment.

Description: Transcript Request

Payment amount: \$5.00

Payment type: Credit Card

Card account number: xxxxxxxxxxxx5454

Name on card: Jane Smith

Card expiration date: 1216

Credit card type: MasterCard

Billing address: 123456 Some St

City: Anywhere

State/Province: AR

Postal code: 72777

Country: UNITED STATES

Email: anyone@yahoo.com

8d. Print Payment Receipt

Amount and Method → Payment Information → Submit Payment → **Payment Receipt**

Payment Receipt

! Your payment in the amount of \$5.00 was successful. A confirmation email was sent to anyone@yahoo.com. Please print this page for your records, then click Continue to complete your task in progress.

Confirmation number:	20150803000000
Payment date:	Monday, August 3, 2015 11:51:28 AM CDT
Description:	Transcript Request
Amount paid:	\$5.00
Paid to:	NWACC One College Drive Bentonville, AR 72712 479-619-4291 www.nwacc.edu
Account number:	xxxxxxxxxxxx5454
Name on card:	Jane Smith
Credit card type:	MasterCard
Transaction type:	Purchase

Card not present for this transaction.

[Print](#) [Continue](#)

9. Hold on your account

There are two ways to check to see what **Holds** you may have preventing you from requesting a transcript.

You can click “View Holds” on the main Student Records menu.

Student Records

[View Holds](#)

- [Unofficial Transcript](#)
- [Request Official Transcript](#)
- [Degree Evaluation](#)
- [Apply to Graduate](#)
- [View Application to Graduate](#)
- [Enrollment Verification](#)

Or Click on “**View Holds**” at the bottom of the screens for the Transcript Request.

Select a mailing address

*****READ CAREFULLY*****

Use **ONE OF THREE OPTIONS** to designate a recipient of your transcript:

- Option 1 - To [SEND TO ANOTHER COLLEGE/UNIVERSITY](#):
 - Use the **External College Code** box to enter the other college's FICE code. Then click **Continue**.
 - Or use the **Look Up College Code** link if you do not know the FICE code.
 - DO NOT SELECT NWACC** as the External college.
- Option 2 - To [SEND IT TO YOURSELF](#):
 - Use the **One of Your Addresses** box to select an address.
 - Click **Continue**.
- Option 3 - To [SEND IT TO A DIFFERENT LOCATION](#) other than another college/university or yourself:
 - Use the **Issue to** field by typing in the name of the person or location that you want your transcript sent to.
 - Click **Continue**.
 - You will be asked for the address information on the next screen.**

External College Code: [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

[Continue](#)

[[View Holds](#) | Unofficial Transcript]

<https://my.nwacc.edu>