

Click the Online Request link on the Records Transcripts page.

Online: Former Students

If you are a current student or have NJC credits from Summer 1996 to present, you can request a transcript online. There is not a fee for the standard 2-4 day processing time, but if you need it same day, there is a \$5.00 charge.

- [Former Student Online Request Form](#)
- [Former students click here for instructions on requesting transcripts.](#)

Log in with your S Number and six digit pin.

Welcome to Northeastern Junior College



[Create New Account](#) | [Finish your Application](#)

Secure Access Login

User ID Enter your Student or Faculty ID using a capital "S".

PIN Enter your six digit PIN. If this is your first time logging in, use your birthdate (MMDDYY).

If you need further assistance, please contact the [Admissions and Records Office](#).

User ID:

PIN:

Login

[Forgot User ID?](#)

[Forgot PIN?](#)

Click the Student Menu option.

Personal Information Menu

Student E-mail Account Information, Your Profile, View or Update Your Account and Contact Information, Name and SSN Change Information

Student Menu

Quick Links (Including Nursing Wait List Application), Registration Menu, Student Records Menu and Student Account Menu

Click the Official Transcript Request link in the Quick Links section.

Student Menu

You are currently logged into Northe

Quick Links


[Print Schedule](#)
[Add or Drop Classes](#)
[Final Grades](#)

[Official Transcript Request](#) 
[Billing Statement](#)
[Course Schedule Detail - Your Drop and With List Application](#)

Choose one of the items below for where the transcript should be sent and click Continue. (In most cases, choose the **One Of Your Addresses** option.)


Official Transcript Request Address

You :


 Please complete the information below for your request: **For coursework institution.**

Use one of the following options to select where you would like to have your

- **External College** is a college or institution other than a Colorado Comm
- **One Of Your Addresses** is an address we currently have for you. Please selection by [clicking here](#).
- **Internal College** is a college or Area Vocational School within the Colorado a list.
- **Issue to:** If the address you would like to have your transcripts mailed to then use the "Issue to" field. Enter the name of the person, institution, department transcript sent to, then click on the "Continue" button - fields will then be pr


 You may enter only one address.

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

One of Your Addresses: Permanent 

Internal College: None

Issue to:

 Continue


Fill out the remainder of the form and click Continue.

If you do not want to request your Official Transcript online, please use the Paper Form or mail it to

Northeastern Junior College. [Paper Request Form](#)


* indicates required field

Transcript Type: *	Mailed in 3 days ▾
Course Levels: *	Undergraduate ▾
Issued To:	<input type="text"/>
Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City:	<input type="text"/>
State or Province:	Colorado ▾
Zip or Postal Code:	<input type="text"/>
Nation:	None ▾
Area Code:	<input type="text" value="970"/>
Phone Number:	<input type="text"/>
Extension:	<input type="text"/>
International Access Number:	<input type="text"/>




Select the remaining options and click continue

Official Transcript Request Options

 Please complete the information below for your request:

- **Number of copies (Up to 2)** can be requested for each online request
- **Print Transcript** is the time when you want your Transcript processed
As soon as possible will process your transcript within 2-3 business days
Hold for Grades will delay processing of your request until the end of the semester
Hold for Degree delays the processing of your transcript until graduation processed

Number of Copies (Up to 2):	<input type="text" value="1"/>
Official Transcript:	<input checked="" type="radio"/> Yes <input type="radio"/> No
In Progress Cut-off Term:	Fall 2009 ▾
Print Transcript:	As soon as possible ▾
Delivery Method:	Student Pick-up ▾



Confirm your information and click Submit Request.

Official Transcript Request Confirmation

Issued to: [REDACTED]
Street: [REDACTED]
City: [REDACTED]
State or Province: Colorado
Zip or Postal Code: [REDACTED]
Phone Number: (970) [REDACTED]
Course Levels: Undergraduate
Copies Ordered: 1
Official Transcript: Yes
Delivery Method: Student Pick-up
Cost of Order: No charge
Print Transcript: As soon as possible

Submit Request

