How to get your Transcripts Official Transcripts

Request official transcripts 24/7 through your EaglesEye account. If you no longer have access to EaglesEye, you can request official transcripts online through the National Student Clearinghouse at <u>www.getmytranscript.com</u>.

- You can place as many orders as you like in one session using any major credit card.
- Each official transcript is \$5. Your card will only be charged after your order has been completed.
- Order updates will be texted and/or e-mailed to you. You can also track your order online using your email address and order number.
- Your signed consent may be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can return via fax, mail or as a scanned email attachment.
- Students can be issued an official transcript only when all financial obligations to the college have been satisfied.
- Because LCCC is not permitted to copy and forward transcripts of other institutions, students must request records directly from prior institutions. All credentials become the property of the college.

Unofficial Transcripts

Current students can obtain an unofficial transcript through EaglesEye.

- 1. Log in.
- 2. Choose the Student Tab at the top of the page.
- 3. Select Academic Profile.
- 4. Look for Unofficial Transcript on the left-hand side of the page.
- 5. To login to EaglesEye for the first time, you will need your username and password. Your user name and password are formed as below:
 - 1. User name: firstnamelastname, i.e. Mary Smith = marysmith
 - 2. Password: DateOfBirth (MMDDYY), i.e. March 15, 1986 = 031586

Former students and alumni can request an unofficial transcript by contacting the Student Hub.

For details on LCCC's admissions process, click here.