


How to Order Transcript (NSC)

Once you've entered your Web-Gate → Students → Student Records → Request Official Transcript or Visit [WCCCD website](#) to complete the transcript order form beginning with your personal information.

1. Select the "Order Transcripts" option.

Transcript Ordering Center

Wayne County Community College District  [Help](#)

School Notifications

Wayne County Community College District Transcript Ordering Page

BEFORE PLACING YOUR ORDER

Verify that your grades, certificates, and/or degrees are on your unofficial transcript in Web-Gate → Student → Student Records.

To request the MTA endorsement eligibility please email studentservices@mail.wcccd.edu. Please wait for a response before submitting your transcript request. Once the endorsement is added to your record it will be on the current and future transcript you request. Please refer to our [MTA page](#) for specific requirements.

ORDERING OPTIONS AND FEES

The National Student Clearinghouse charges an Online Processing Fee for each transcript request. No refunds will be authorized by WCCCD on any transcript requests.

Electronic Delivery:

Electronic Transcript Exchange (ETX) of \$2.50 | Electronic PDF of \$3.50

Mail Transcript Delivery:

Mail/United States \$2.85 | Mail/International \$5.00 | Certified US Mail \$12.00 | Express/United States \$39.00

Note: Orders are not mailed on Sundays and US Postal Service holidays.

PROCESSING TIMES

Electronic transcripts are sent within 24 business hours. Orders with attachments/additional information requested or that require resolution on the WCCCD's end may take additional time for processing.

IMPORTANT

- WCCCD does not request transcripts on a student's behalf
- If you have a hold on your account, your order will not be processed. Please ensure you have no holds before you proceed
- Once an order has been placed, you will not be allowed to change the recipient's email address
- A credit or debit card must be used to pay for transcripts.
- Please check with your institution/organization to make sure that they accept electronic transcripts and verify the preferred email address for delivery.
- Order updates will be sent to you via email and if you choose, text messages for transcripts order delivery. You can also track your transcript order online.

ATTACHMENTS

You may request up to three documents be sent with your WCCCD transcripts. Documents must be in pdf, doc, docx, or jpg formats, and upon review, WCCCD reserves the right not to include certain documents with your transcripts. WCCCD does not assume responsibility regarding the legibility of your document. It may take 1-3 business days for WCCCD to process attachments for your requests.

If you need assistance with your Transcript, please contact the Division of Student Services at 313-496-2634

FOR ADDITIONAL HELP

The NSC help desk [Online](#). NSC customer service 703-742-4200.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

[Order Transcript\(s\) >](#)

[View Transcript Order Status](#)

2. Enter the required information, such as Your Name, Date of Birth, and WCCCD ID.

The screenshot shows the 'Transcript Ordering Center' interface for Wayne County Community College District. At the top, there is a blue header with the college logo, 'Wayne County Community College District', a 'Help' icon, and a shopping cart icon with '0' items. Below the header is a progress bar with three steps: 1. Enter Personal Information (highlighted in green), 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout. The main content area is titled 'Enter Personal Information' and contains two sections: 'Personal Information' and 'Student Identification Information'. The 'Personal Information' section includes fields for First Name (John), Middle Name (Optional), Last Name (Smith), and Date of Birth (03/12/1995). There is also a question 'Has your name changed since attending school?' with 'YES' and 'NO' buttons. The 'Student Identification Information' section has a note 'One of the following is required' and provides fields for WCCCD ID (A00123456) and Social Security Number (XXX-XX-XXXX), each with a corresponding 'Confirm' field. At the bottom of this section is a question 'Are you currently enrolled at Wayne County Community College District?' with 'YES' and 'NO' buttons. At the very bottom of the form are 'Cancel Order' and 'Continue >' buttons.

You are allowed requestors to enter either your WCCCD student ID or Social Security number — for identification purposes — **you MUST enter one or the other**. If you do not enter either your WCCCD student ID or Social Security number, the “Continue” button will not be green.

If you no longer recall your student ID and it is required, you will need to Student Services Office for assistance.

- If your personal information was unable to be found by your school, you can select “Yes” to edit your personal information. If the information is correct, you can select “No” to continue or “Cancel Order” to terminate the ordering process.**
- If your personal information was able to be found but you have a transcript hold on your record, it will be displayed on the screen with information on how to clear it.**
- You cannot proceed with your order because of holds, select “Cancel Order.”**

3. Fill in all of the required fields on the personal information page (any field not listed as “Optional”).

The screenshot shows the 'Transcript Ordering Center' website. At the top, there is a blue header with the logo for Wayne County Community College District, a 'Help' icon, and a shopping cart icon. Below the header is a progress bar with three steps: 1. Enter Personal Information (highlighted with a green circle), 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout. The main content area is titled 'Enter Personal Information'. It contains a 'Contact Information' form with the following fields: Address 1 (1234 Street), Address 2, Building, campus box, floor, apt, suite (Optional), City, State/Territory/PO (Michigan), Zip/Postal Code (12345), Country (United States), Email (youremail@gmail.com), Confirm Email (youremail@gmail.com), and Phone Number ((123) 456-7891). Below the phone number field, there is a note about receiving NSC Msg updates and a 'YES' button selected. At the bottom of the form are 'Cancel Order' and 'Continue >' buttons.

4. Select the appropriate type of recipient and enter or select the recipient information. Select “Continue” to enter the delivery and processing information.

The screenshot shows the 'Transcript Ordering Center' website. At the top, there is a blue header with the logo for Wayne County Community College District, a 'Help' icon, and a shopping cart icon. Below the header is a progress bar with three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (highlighted with a green circle), and 3. Confirm Order and Checkout. The main content area is titled 'Select Transcript and Delivery Details'. It contains a 'Recipient' form with the following fields: Recipient type (College or University selected), Education Organization, Application Service, Scholarship and Professional Licensing, Employer or Other, and Myself. Below the form is a 'Continue >' button.

5. Enter the contact information for the school or institution.

6. Choose a delivery method (mail, or electronic).

The screenshot shows the 'Transcript Ordering Center' interface. At the top, there is a blue header with the WCCCD logo and navigation links. Below the header, a progress bar indicates three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (current step), and 3. Confirm Order and Checkout. The main content area is titled 'Select Transcript and Delivery Details' and shows 'Send To: John Smith'. There are two main sections: 'Processing Details' and 'Delivery Information'. The 'Processing Details' section has two dropdown menus: 'When do you want your transcript processed?' (set to 'Current Transcript - Process As Is') and 'Why are you ordering your transcript?' (set to 'Admission'). A note explains that the 'Current Transcript' option is for students and alumni who want their transcript processed and sent as it is today. The 'Delivery Information' section has a dropdown menu for 'How do you want your transcript sent?' with options: 'Electronic - \$1.00', 'Mail/United States', 'Certified Mail/United States - \$12.00', 'Mail/International - \$5.00', and 'Express/United States - \$39.00'. Below this is an 'Add File' button with a plus icon and a help icon. At the bottom, there are three buttons: '< Previous', 'Cancel Order', and 'Continue'.

Delivery methods vary by college. Once you select the delivery method, College's specific terms and conditions for the delivery option will be displayed.

WCCCDs allows you to upload up to three documents to be included with your transcript order.

The screenshot shows the 'Transcript Ordering Center' interface. At the top, there is a blue header with the WCCCD logo and navigation links. Below the header, a progress bar indicates three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout (current step). The main content area is titled 'Provide Delivery Information' and shows 'Send To: John Smith'. There is a 'Send To Information' section with a text input field for 'Send To Name'. Below that is a section titled 'Enter the Email Address where you want the transcript delivered.' with two text input fields: 'Send To Email Address' (containing 'YOUREMAIL@GMAIL.COM') and 'Confirm Send To Email Address' (containing 'YOUREMAIL@GMAIL.COM'). At the bottom, there are three buttons: '< Previous', 'Cancel', and 'Add to Cart >'.

Mail Transcript some recipient addresses for mail orders within the United States are validated against the United States Postal Services Change of Address database. If the recipient address is validated and is incorrect, the system may provide a suggested address, formatted to the United States Postal Service standards, or display a message that the entered address is invalid.

- If the address is returned as not found in the United States Postal Service database, the system will display a possible reason. You can edit the address, or in some cases, move forward with the invalid address.

- b) If you opt to move forward with an invalid address, please confirm it is accurate with the recipient before continuing. You will be required to read and answer “**Yes**” to the acknowledgement statement that states your order may not be deliverable. You can then move forward with the order or correct the address.
- c) When you select “**Continue**,” the order details will be displayed on the Checkout screen in the Pending Order Details section.

7. Select “**Add Recipient**” to enter multiple recipients or “**Checkout**” to continue.

Transcript Ordering Center

Wayne County Community College District

Help

Enter Personal Information

Select Transcript and Delivery Details

Confirm Order and Checkout

Checkout

Pending Order Details

Add Recipient

Edit Remove

Recipient: John Smith
Email: YOU.REMAIL@GMAIL.COM

Total Fee for this Recipient: \$3.50

Processing Option: Current Transcript - Process As Is

Delivery Method: Electronic

Quantity: 1 copy

Secure Electronic PDF Fee: \$1.00

Online Processing Fee: \$2.50

Total Fee for Order: \$3.50

Cancel Order

Checkout

8. Sign the Consent Form (required to release your transcript) and enter the payment information.

Transcript Ordering Center

Wayne County Community College District

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

Checkout

Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

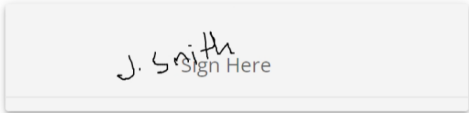
Requestor: John Smith
Order Number: 65618081
Transcript Recipient(s):
John Smith

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here



Signature Date:

By submitting this signature, I **TASNIM ARA** certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

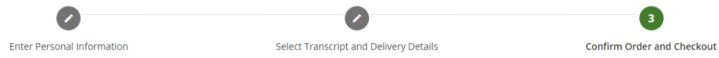
Clear Signature Accept Signature

Printable Consent Form

You must **Continue** to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.





Cancel Order Continue



Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name

Card Number

Expiration Date

CVV

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$3.50

Cancel Order

Submit Order >

9. Review the order and make any necessary changes.
10. When you are done reviewing your order, select “Checkout” to complete your request. You will not be able to return to the form to add, edit, or delete recipient(s) information after this point.
11. Submit the order.
12. Receive a confirmation email with details about the order.