

## Northwest Career College Document Ordering Portal

The NWCC Electronic Transcripts and Verifications are PDF documents produced by the Registrar's office. The documents are secured with a digital certificate/signature that ensures authenticity and security. As soon as NWCC fulfills your order, the document is released to the recipient via e-mail within minutes. The recipient is notified by e-mail to download the electronic PDF document from a secure web site.

Paper transcripts, enrollment/degree verifications, and GPA verifications are fulfilled within 1-3 business days by NWCC registrar staff and delivered via the US Postal Service unless otherwise requested.

This site employs the highest levels of security and encryption and complies with all requirements of FERPA (Family Educational Rights and Privacy Act).

### **BEFORE YOU ORDER**

- You must clear any restrictions on your record before documents will be released
- If you have asked the Registrar's office to place a confidentiality restriction on your academic record you may not use this service.
- ***If you want to delay the release of your transcript until the assignment of pending grades, degrees, changes, etc. have been completed, email the Registrar at [registrar@northwestcareercollege.edu](mailto:registrar@northwestcareercollege.edu) before you place your transcript order.***

### **Placing Your Document Order**

- If you are a first-time visitor, you will be asked to enter your NWCC student email address. If you do not have one, you will need to create one at <https://www.northwestcareercollege.edu/alumni-association/> first.
- The site will direct you through the steps for placing your order. You can order as many documents as you like in a single session.

If you need assistance or have questions about the ordering service, contact [registrar@northwestcareercollege.edu](mailto:registrar@northwestcareercollege.edu) or 702-254-7577. Business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday.