

Transcripts

Transcript Request Policy and Procedures

- Students who would like to request their County College of Morris (CCM) transcript can do so by using the [National Student Clearinghouse \(https://studentclearinghouse.org/students/\)](https://studentclearinghouse.org/students/) (NSC).
- The NSC allows you to order, pay with a credit card and track your request. This service is available 24 hours a day/7 days a week unless otherwise posted on the NSC site.

Official/Unofficial Transcripts

- The official transcript is a copy of a student's official academic record at County College of Morris and is sent directly to the institution or agency designated via request from the National Student Clearinghouse.
- The official transcript is printed on security paper and cannot be photo copied. Students may request to receive an official transcript sent directly to them.
- Unofficial transcripts are available on [Titans Direct \(https://titansdirect.ccm.edu/Student/Account/Login/?ReturnUrl=%2fStudent\)](https://titansdirect.ccm.edu/Student/Account/Login/?ReturnUrl=%2fStudent) and are typically used for a student's personal record.
- **All financial obligations to the college must be met before a transcript will be released.**