Student Transcripts

The Registrar's Office maintains the official transcript of every student who attends Lansing Community College (LCC). The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes items such as:

- courses attempted and completed
- courses and credits transferred
- credit hours
- Grade Point Average (GPA)
- Associate Degrees awarded by the College
- Certificates of Achievement awarded by the College
- Certificates of Completion awarded by the College

Students may request the official transcript through the National Student Clearinghouse – see the Requesting Official Transcripts webpage. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript.

A hold may prevent the release of the transcript to a student with an indebtedness to the College.

To view an unofficial transcript:

- Log into Self Service Banner
- Click on Student
- Click on Student Records
- Click on Unofficial Academic Transcript

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