



Access Your Transcript in Two Steps

STEP 1: SIGN IN TO MYNTC

Don't have an NTC Account?

Tips for creating an account:

- You will need your Social Security Number
- Enter your full legal name

Go to my.ntc.edu

Select **Create My Account** and follow the prompts

Don't know your NTC username and/or password?

Go to my.ntc.edu

Select **Set My Password** and follow the prompts

Note: the final step will display your username ending in @students.ntc.edu

Know your NTC username and password?

Go to my.ntc.edu and Sign In

Step 2: IF YOU'RE ATTENDING NTC, YOUR TRANSCRIPTS ARE ALREADY ON FILE, YOU DO NOT NEED TO REQUEST THEM

NEED A TRANSCRIPT?

In MyNTC, navigate to Transcript & Grades > Transcripts

Once you've logged into MyNTC, follow these steps:

1. Click "Transcript & Grades" from the left menu navigation.
2. Click "Transcripts."
3. To view and/or print your unofficial transcript, click "Unofficial Transcript."
NOTE: You can verify that your grades have been entered by viewing your unofficial transcript.
4. To request your official transcript, click "Official Transcript." Make sure that your pop-up blocker allows pop-ups.
5. Please choose one of the following options; Order PDF Transcript(s) or Order Paper Hard-Copy Transcript(s) and follow the prompts to complete your request

NOTE: Grades are typically entered by July 1. If you request your official transcript before grades are entered, choose the "hold for graduation" or "hold for grade" options, so you do not receive a transcript without a grade.

NEED HELP?

Select the **Chat with Us** option so our staff can assist OR contact NTC's Registration Team by calling **715.803.1646**

FREQUENTLY ASKED QUESTIONS

QUESTION:

What are dual credit classes?

ANSWER:

Dual credit classes are college-level classes that are taught in area high schools by teachers who are certified to teach both high school and college courses. They are offered to high school students for free, allowing students to save money and get a head start on college.

QUESTION:

When do I register for dual credit classes?

ANSWER:

You will sign up for your dual credit class at the same time that you sign up for all of your other high school classes. However, your teacher will help you register for your dual credit class through NTC within the first couple of weeks after your class begins at your high school. By registering for your class through NTC, you will be able to earn college credit for the class and receive a grade on your college transcript, if you choose.

QUESTION:

Why do I need to provide a social security number?

ANSWER:

When students sign up for dual credit, they are becoming college students at NTC and we use social security numbers to accurately identify our students.

QUESTION:

Why should I take a dual credit class if I will not be attending NTC?

ANSWER:

That's okay, our credits transfer! If you choose to attend a college other than NTC, you can request an NTC transcript evaluation for credit by the college that you plan to attend. The receiving institution will determine if the credits transfer into your academic plan.

QUESTION:

Why is the grading scale different for dual credit classes?

ANSWER:

Since dual credit classes are college-level classes, your teacher must adhere to the NTC grading scale and policies for the classes. You will earn a grade on your high school transcript and a grade on your NTC transcript, which may be different based on the grading scale of your class.

QUESTION:

Do I have to accept the credit if I receive an unfavorable grade?

ANSWER:

No. You can choose to either accept the college credit you receive at the end of each semester or deny the credit. Your teacher will confirm your grade at the end of the class, prior to submitting the final grade. If you do not want the credit an "AU" will appear on your transcript. This will not affect you in any way.

QUESTION:

How much money am I saving by taking a dual credit class?

ANSWER:

Example Intro to Psychology (3 credits)
NTC: \$450.15 approximate cost

QUESTION:

I have an NTC ID but I can't remember what it is, how can I get it?

ANSWER:

No problem! Our registration team can look up your info if you call them at 715.803.1646