

Academic Policies and Procedures: Graduation, Transcripts and Student Records

Transcripts

Official transcripts are issued by the Office of the Registrar and include a record of courses, grades, credits, and dates of instruction.

Albertus Magnus College partners with Parchment to offer secure online transcript ordering for current students and alumni.

- **eTranscript (PDF):** \$7.00 per copy; typically sent to the recipient the same day.
- **Printed Official Transcript (mailed):** \$10.00 per copy; processed within 3–5 business days and sent via regular mail.

To request an official transcript, visit www.albertus.edu/student-resources/registrar/.