

# TRANSCRIPTS

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**Approved by:** Office of the Registrar

**History:** N/A

**Related Policies:**

**Related Forms, Procedures and References:** Holds Table (<https://www.stkate.edu/academics/academic-resources/registrar/holds-table/>)

**For Questions Contact:** Office of the Registrar | 651.690.6531

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St. Catherine University has authorized Parchment to provide transcript ordering via the Web. Students can order transcripts using any major credit card. The credit card will only be charged after the order has been completed. To order an official transcript(s), go to the Office of the Registrar (<https://www.stkate.edu/academics/registrar/>) website, click on Transcript Requests and follow the directions provided.

A \$10 processing fee is charged per transcript. Students whose transcript hold is placed by the Student Accounts Office will have their request reviewed for release of the official transcript. Transcripts are not released if the student has another hold on their record.

Note: Transcripts being sent to a St. Catherine University admissions office do not need to be ordered from St. Catherine University. Admissions will obtain any record internally.

## Sister Rosalind Gefre Students

St. Catherine University is the custodian of the Sister Rosalind Gefre School of Massage's official academic records.

## University of Minnesota Medical Center (UMMC), Fairview Radiation Therapy Program Students

St. Catherine University is the custodian of the UMMC Fairview Radiation Therapy Program's official academic records.

## Master of Social Work and Doctor of Social Work Students

MSW students order transcripts through Parchment *unless* they graduated from the program when St. Catherine University and the University of St. Thomas offered the joint program. Those graduates and all DSW graduates should contact the Registrar at the University of St. Thomas (<http://www.stthomas.edu/registrar/>) to obtain an official transcript.

## Master of Library and Information Science Students

MLIS students order transcripts through Parchment *unless* Dominican University awarded their degree. Students whose degree was awarded by Dominican University should contact Dominican University ([http://jicsweb1.dom.edu/ics/Resources/Student\\_Services/Registrar%27s\\_Office/Transcript\\_Requests.jnz](http://jicsweb1.dom.edu/ics/Resources/Student_Services/Registrar%27s_Office/Transcript_Requests.jnz)) to obtain an official transcript.