

# TRANSCRIPTS

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The official Alverno College Academic Transcript consists of a chronological record of courses completed. For undergraduates, the transcript also documents a history of demonstrated abilities.

The transcript reflects the importance the college attaches both to the mastery of content and the ability to use knowledge effectively.

Current students may self-print an unofficial transcript via the Self-Service portal. Former students can retrieve their unofficial transcript by emailing a completed Letter Request Form to the Registrar's office at [Registrar@alverno.edu](mailto:Registrar@alverno.edu). Further instructions regarding this process can be found at [www.alverno.edu/Student-Instructions](http://www.alverno.edu/Student-Instructions).

Students may request official transcripts be sent to themselves, employers, other higher-ed institutions, etc. by submitting a request, and paying the fee through Parchment. Parchment is the vendor that sends transcripts electronically. Parchment requests are accessible via the Registrar's Transcript FAQ's (<https://www.alverno.edu/Registrar-Transcript-FAQs/>). Transcripts are usually processed within 7-10 business days.

The Registrar's office does not accept paper transcript requests in person, through email, fax, the postal service, or Laserfiche. All official transcripts must be requested through Parchment.

The current charge (June 2025) is \$15 for an electronic transcript request and \$17.50 for a U.S. Mail request.