

# 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 | [registrar@stkate.edu](mailto:registrar@stkate.edu)

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St. Catherine University has authorized Parchment to provide online transcript ordering. Information on ordering transcripts, including a link to Parchment, can be found on the Registrar website (<https://www.stkate.edu/academics/registrar/order-a-transcript/>). The Office of the Registrar cannot take orders or print official transcripts on site. All requests must be made through Parchment.

A \$10 processing fee is charged per transcript. Students can pay for their transcript order using any major credit card. The credit card will only be charged after the order has been completed.

Per federal law that went into effect July 1, 2024, transcripts cannot be withheld due to a financial balance. Other institutional holds may prevent issuance of your transcript.

Transcripts being sent to a St. Catherine University admissions office do not need to be ordered through Parchment. 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.