Request Official Transcripts
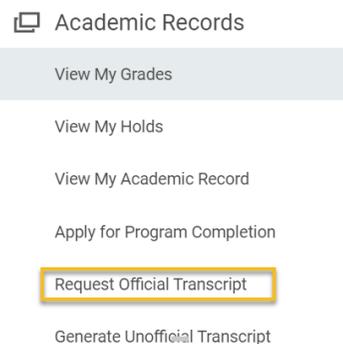
Overview

Process

1. From the Workday Homescreen, click the **Academics App Icon.**

2. Under the *Academic Records* area, click **More (3)** and then **Request Official Transcripts**.

3. Once your student status is verified, an email will be sent to you with instructions on requesting either an electronic or paper official transcript through SCU's third party vendor, Parchment.

   NOTE:

   Cost is $3.00 per official transcript

   Requests for transcripts on record 1993 and later, Standard processing time is **2-3 days**.

   For transcript requests on records prior to 1993, please allow **10-15** business days .