VITERBO UNIVERSITY

Transcripts

Office of the Registrar; Viterbo; 900 Viterbo Drive; La Crosse WI 54601
Phone: 608-796-3180; Fax: 608-796-3050

A Viterbo University transcript is a complete record of a student's enrollment at the university. Partial transcripts are not available. This permanent record is considered confidential between the student and the university. Except for the granted exceptions under the Family Educational Rights and Privacy Act no transcripts are released without the written permission of the student. A transcript will not be issued unless all obligations to the university have been satisfied.

You can obtain an 'unofficial' transcript from your VitNet account. Not all organizations (colleges, employers, DPI, etc.) will accept this document. It is up to you to verify with the receiving institution what kind of document/transcript they will accept.

Viterbo University has authorized the National Student Clearinghouse (NSC) to provide official transcript ordering via the Web. The ordering service is available 24 hours a day/7 days a week. This process requires a credit card and an electronic signature with a computer mouse.

Ordering Information

http://www.studentclearinghouse.org/

Choose "Order-Track-Verify" (tab) on the right hand side.

Delivery Options and Delivery Time Frame

- Electronic PDF – delivered within two business days of receiving your transcript request.
- Electronic Transcript Exchange – sent electronically, within two business days of receiving your request, to other institutions participating in the exchange.
- Hold for Pickup – Available 1-2 business days after the receipt of your request.
- Mail –Mailed within 2-3 business days after the receipt of your request with additional time for delivery by the United States Postal Service.

Fees and Other Information

- The transcript fee is $10.00 per transcript.
- Requests received after 3:00 pm (CST) will be processed the next business day and have the above mentioned delivery times.
- You can upload up to three additional documents (cover letters, scholarship form, etc.) while placing your order. The system will only accept .PDF files. If more than three documents are uploaded, none of them will be sent with your order.
- Transcripts mailed to and/or picked up by the student will be stamped "Issued to Student." It will be placed in a sealed envelope, but it is up to the receiving institution/organization as to whether or not it will be considered official. If recipient refuses the transcript, you will not be issued a refund, and you will be required to re-order.
- Requests are not processed or mailed on days Viterbo is closed (weekends, holidays and between Christmas and New Year's). Requests submitted during this time will be processed in the order received when Viterbo reopens.

IMPORTANT

Because registrations and grades are continually processed for continuing education coursework, if you wish for a particular course grade to appear on your transcript, please check your VitNet account to make sure your grade has been posted before ordering your transcript.

If you **must** submit your request before your grade is on your record, be sure to choose the **"After Grades are Processed"** processing option. Indicate the course(s) you have recently attended in "Special Instructions" section. We will wait to process your request until a grade for those courses is on your record. The Clearinghouse will cancel any orders that are pending after 30 days.