Request a Transcript

The Antioch University Midwest campus issues transcripts for students enrolled at this location since July 1985. To order an official transcript, please follow this link to go to the <u>AUM National</u> <u>Student Clearinghouse Transcript Ordering Center</u>.

If you attended this location (previously known as Antioch University McGregor, the McGregor School of Antioch University, or the School of Adult and Experiential Learning) prior to July 1985, please go to <u>www.getmytranscript.com</u> and select "Antioch University – Other Locations" to request your transcript.

The current fee for a transcript is \$5.00. In addition to the cost of the transcript, there is a \$2.25 processing fee that is assessed for each delivery address associated with your order. We will mail it or hold it for your pick-up at no additional charge. Rush delivery and electronic delivery are available for \$20.00, in addition to the transcript fee and the processing fee.

Your Antioch transcript is considered official with or without your narrative evaluations. The transcript provides the course titles, terms taken, credit earned, and degree granted, if applicable. You should request narratives to accompany your transcript if the intended recipient requires more detail regarding the specific learning outcomes achieved and your performance in each course. The transcript alone is generally sufficient for the majority of transcript requests. Our standard practice is to send your transcript without narratives, but during the ordering process, you can request that your narratives be sent along with your transcript.

To order your transcript, you will need a major credit card and an email address. As part of the process you will also be required to sign a FERPA form that authorizes us to provide this data on your behalf. To expedite your request you can sign this form using your mouse, or you may download the form, sign it, and fax it back to the number indicated on the form.

Most transcript requests are processed within 3-5 business days. If you have any type of hold on your account, you will receive an email notification. Your transcript cannot be released until you have reached a satisfactory resolution with the appropriate University office. Please remember to allow additional time for delivery of your transcript.

If you have questions or need assistance during the ordering process, please email us at <u>registrar.aum@antioch.edu</u>.