

ORDERING OFFICIAL TRANSCRIPTS

Chapman University has authorized [Parchment](#) to provide transcript ordering services on its behalf. The Law Registrar's Office releases academic record transcripts in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and issues official transcripts only with a signed permission from the owner of the student record. A one-time consent form to release your transcript may be required.

Ordering Transcripts for Chapman University Students: Current, Former and Alumni

Parchment Online Self-Service

- *Current students* should request their transcripts through StudentCenter.Chapman.edu. From the Student Center Homepage, click on the "Academic Records" tile, then select "Request Official Transcript" from the left-hand column menu.
- *Former students* can place an order via [Parchment services](#).
- Select Delivery Methods.
- Pay for your order using any major credit card.
- Save the order number received at the end of your transaction to track your order.

Delivery Methods and Price

- Transcripts are \$10.00 each. The **Mail and Fax/Mail** deliveries will be sent out from Parchment via First-Class U.S. mail.
- **Rush/FedEx** delivery is available for an extra \$25.00.
- FedEx cannot be mailed to P.O. Boxes and will require signatures for delivery.
- Tracking number will be provided to the order once the order has been sent.
- **Hold for Pick-Up** at the Office of the Law Registrar. Service is available Monday - Friday, 9 a.m. - 12:30 p.m.; 1:30 p.m. - 4:30 p.m. (*Current and former law students will be notified via e-mail once transcripts are available for pick-up.*)

Orders with Attachments

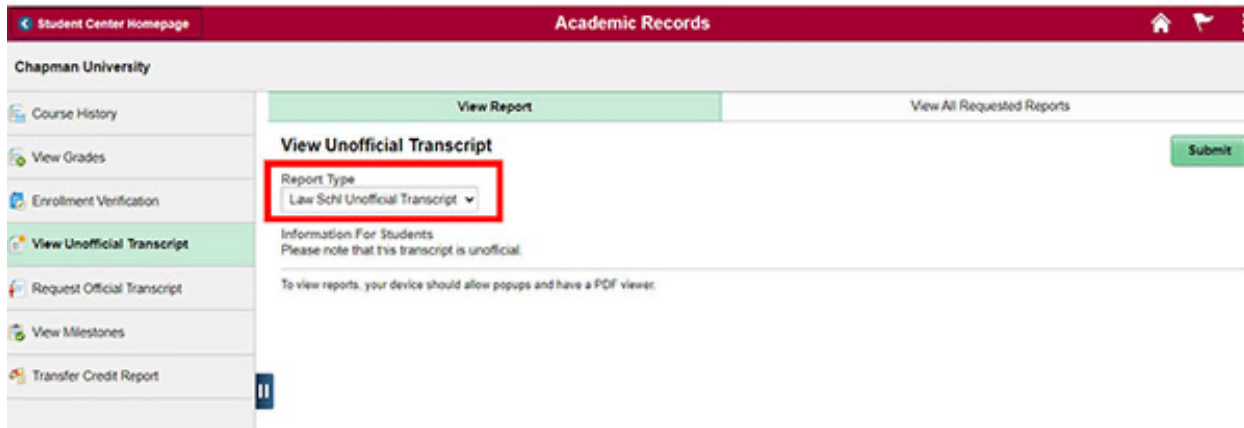
- An option is available to add attachments to your order via the official order form.

Ordering Unofficial Transcripts

To View and Print Your Unofficial Transcript

- Login to StudentCenter.Chapman.edu
- From the Student Center Homepage, click on the "Academic Records" tile.

- In the Academic Records page, click on the "View Unofficial Transcript" option from the left-hand column menu.
- In the View Unofficial Transcript page, select "Law Schl Unofficial Transcript" from the Report Type drop-down menu, and then click on the green "Submit" button on the top right corner.



The screenshot shows the 'Academic Records' section of the Student Center. On the left, a menu lists options like 'Course History', 'View Grades', and 'View Unofficial Transcript'. The 'View Unofficial Transcript' option is selected. The main content area has a 'View Report' tab and a 'View All Requested Reports' link. Below the tab, the 'View Unofficial Transcript' section contains a 'Report Type' dropdown menu with 'Law Schl Unofficial Transcript' selected. A green 'Submit' button is located in the top right corner of this section. Below the dropdown, there is a note: 'Information For Students Please note that this transcript is unofficial. To view reports, your device should allow popups and have a PDF viewer.'

- The Transcript PDF will open in a new window or tab.
- To ensure the unofficial transcript will open in a new window in PDF format, disable pop-up blockers prior to viewing transcript or click on the pop-up blocker message at the top of the browser window.
- To view reports, your device should allow pop-ups and have a PDF viewer.

Former Students Without Access to StudentCenter.Chapman.edu

- Email lawregistrar@chapman.edu with questions about transcripts.
- Requests from Non-Chapman University email addresses will be directed to order official transcripts through [Parchment services](#).
- To obtain your Chapman University email password, please contact Chapman University's Service Desk at 714-997-6701.

Ordering Transcripts for Brandman University or University College Students

Transcripts for Brandman University or University College students from Catalog years 2010 or later are ordered through the University of Massachusetts Global website. Please visit the [University of Massachusetts Global transcript request page](#) for more information.