

TRANSCRIPT OF ACADEMIC RECORD

A McGill transcript includes all attempted work and final grades obtained in all programs. The University does **not** issue partial transcripts under any circumstances.

The University issues official transcripts in electronic or paper format bearing the Registrar's signature. Requests for both electronic official (**eTranscripts**) and paper transcripts are submitted in Minerva.

eTranscript PDFs are issued the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the MyCreds™ platform where you will need to purchase share credits. MyCreds™ is a National Network, shared service and platform that provides students and graduates access to a secure, online, password protected learner credential wallet owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC).

Official paper transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to Official Transcripts.

Note: The University may not be held responsible for the loss or delay of transcripts in the mail.

Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify the top of your unofficial transcript in Minerva for any holds.

Unofficial Transcripts

If you require a copy of your student record, access Minerva to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived, and you must order an official transcript; see Official Transcripts (p. 1).

Subject to Changes to Student Records after Normal Deadlines, you are responsible for verifying your academic record in Minerva using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record in Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Faculty Student Affairs Office.

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays.

No further record changes may be requested at this point (e.g., grade changes).

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also meet with a Faculty advisor in OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, refer to Academic Advising.

Note for Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your Graduate Program Director.

Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see the Student Records Transcripts website.

Currently Registered Students: Use Minerva to order an official eTranscript at *Student Menu > Student Records Menu > ES Services (Enrolment Services eStore & MyCreds™) Menu*. Official paper transcripts are available for rare situations where necessary.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request for an official paper or eTranscript in Minerva at *Student Menu > Student Records Menu > ES Services (Enrolment Services eStore & MyCreds™) Menu* and will require login credentials. Please contact the IT Service Desk to obtain your McGill ID & Minerva PIN.

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit a *Request for Archived Official Transcript* via ES-Services eStore and will be required to provide a copy of a government-issued Photo ID and provide your McGill ID number. For more information see the Archived Official Transcripts site.

Note: Proxy requests will be accepted only with written authorization.

Course Numbering on the Transcript

Current Course Numbering: For information on our current course numbering system, see Course Numbering.

Prior to September 2002: Course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

- 107-200A = Philosophy (107) course (200) in Fall term (A);
- 301-202B = Architecture (301) course (202) in Winter term (B);
- 154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former teaching unit codes and their subject code equivalents is available on the Student Records Transcript Key page.

Note for Continuing Studies: Examples of course numbers displaying on transcripts prior to September 2002 are:

- 280-211X = Intro. to Financial Accounting in Fall term (X);
- 629-202Y = Microeconomics in Winter term (Y);
- 660-221Z = Project Management extending for two terms, Fall and Winter (Z).