

Be on the lookout for an email within two months after your Envision program has ended from the St. John's University Registrar.

The email you provide when enrolling for the program is the email that will be used for correspondence. If you don't see an email from the St. John's Registrar within two months after your program has ended, please check your junk or spam folders.

- 1. The email will contain online ordering instructions for the official university transcript. A university transcript is an official record that shows the number of credits and grades earned. With this document, you may be considered for transfer credit at any college or university in which you enroll. It is important to remember that every college and university individually determines the applicability of transfer credit towards their degree programs, and there is no guarantee that credits will transfer.
 - i. Students assume any and all transcript processing/request fees.
- 2. Envision programs are graded on a pass/fail basis. If you successfully complete the program, your grade will appears as a "Pass".. All completed courses will become part of our academic record at St. John's. If you are admitted and attend St. John's, the applicability of these credits toward your degree will depend upon the academic program that you pursue at the University.
- 3. **Please be advised**, if you request an official physical copy of your transcript, the transcript becomes unofficial and cannot be submitted to a university once it has been opened.

4. What to do with your official transcript?

There are several ways to use the transcript:

- i. Keep one for your records and/or guidance counselor;
- ii. Send the unopened envelope to prospective universities when applying;
- iii. Wait until you have been accepted into a college and then have the transcript evaluated for credit (each college has its own process for evaluating and applying the credit)