

Engaging mind and spirit™



Applications:

1. Applications should be filled out on the first day of class and submitted to the instructor who will forward them on to USF.

Grades/Transcripts:

1. Grades will be sent **via email** to the address listed on the USF application. Please check your trash file/spam folder if a grade is not received.
2. If you do not receive an electronic copy of your grade report by (*Date to be determined*), please contact the registrar's office: 815-740-3392.
3. Once grades are received, an official transcript can be requested at any time.
4. A transcript request form is available online at www.stfrancis.edu under *Quick Links*. There is a \$5.00 processing fee per transcript.

University contact information:

1. Grade reports and transcript requests:
USF Registrar's Office
815-740- 3392
2. Other questions:
Alice Cahill, Director of REAL
acahill@stfrancis.edu
815-740-3667

Notice: Equivalent courses at the University of St. Francis cannot be repeated for credit. It is the students responsibility to refer to the University catalog or (website) for a list of equivalent courses prior to registration.