How to order official transcripts

1. Go to: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=iX2a35qYB7pra8le
2. Click create account.
3. Fill out all the information and select a password.
4. Click continue.
5. Search for "Belmont Abbey College."
6. One option will pop up below the search box. Click select.
7. Fill out your delivery method. You can choose an official PDF (which you can get within 1-3 business days), a mailed version, or you can pick your transcript up in the Crusader Success Hub (allow 24 hours before pickup).
8. Click continue.
9. Click check out (make sure you verify your details!)
10. Click "I accept."
11. Click next.
12. Verify your billing address.
13. Click next.
14. Click confirm.
15. Fill in the payment information.
16. Click pay now.
17. After your order goes through, someone from the Registrar's Office will send you your transcripts via email or in the mail, depending on how you chose to receive them!

If you have any issues, please email the Registrar's Office at registrar@bac.edu.