

MyVU

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## Registrar's Office

### COVID-19 Updates

At this time, Vincennes University will be providing modified services.

**Transcripts:** Only PDF delivery of transcripts is available. Please go to [www.vinu.edu/transcripts](http://www.vinu.edu/transcripts) for timely processing.

Financial obligations with the University must be met before a transcript will be produced for you. Please contact the Bursars office at [bursar@vinu.edu](mailto:bursar@vinu.edu) for resolving these issues.

**Degree Verify:** Please contact [www.degreeverify.org](http://www.degreeverify.org) for your degree verification needs.

**Enrollment Verify:** Please contact [www.degreeverify.org](http://www.degreeverify.org) for your enrollment verification needs.

**Incoming mail:** Incoming mail will be processed when possible. Please send all correspondence to [records@vinu.edu](mailto:records@vinu.edu) for timely processing.

**Petitions to Graduate:** Students who anticipate graduating in May should contact their advisor to have a Petition to Graduate completed and filed with the Registrar's Office. The Petition to Graduate deadline has been extended to April 15, 2020 for all Spring 2020 and Summer 2020 graduates.

**Phone:**  
812.888.4220

**Fax:**  
812.888.4380

**Email:**



[records@vinu.edu](mailto:records@vinu.edu)

Student schedules, course drop and add, transcripts, verification of enrollment, and student records are just a few of the responsibilities of the Office of the Registrar.

Grades are processed in the Registrar/Student Records Office and are issued at mid-term and after final exams. All grades will be available to the student on myVU.

Before mid-term of the student's final semester, the student should obtain a Petition to Graduate from the academic advisor and submit it to the Registrar/Student Records Office. The student's academic record will be evaluated using the requirements of the major as listed in the Vincennes University catalog. The student and the academic advisor will be informed of the graduation status when the audit is complete.

## Request Your Transcript/Academic Record

### Request an Enrollment Verification - Download and send this form the Registrar's office.

This form proves to third parties you are a student at Vincennes University. It is often requested by insurance companies for discounts, by loan companies to defer payment, or when applying for a job. Official enrollment cannot be verified until after the first full week of enrollment at Vincennes University.

## Petition to Graduate

All candidates for graduation must (1) file a Petition for Graduation with the Registrar as soon as possible in their final semester and (2) clear all University obligations. Contact your academic advisor to assure that your Petition to Graduate is submitted.

Please contact us by phone at 812.888.4220 or fax at 812.888.4380. You can also send an email to [records@vinu.edu](mailto:records@vinu.edu).

## Files:

- [Student Complete Record Request Form](#)
- [Replacement Diploma Request Form](#)

**812-888-VUVU | 800-742-9198**

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47591

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