SEATTLE CENTRAL COLLEGE

Incoming Transcript Evaluation Request Form
For Transferring Previously Earned College Credits To SCC

Instructions:

1. Apply for admissions at Seattle Central College in-person or online. We are unable to process transcript evaluation requests if a student has not applied to our campus.

2. Attend an information session and/or meet an advisor for your intended program. If you do not have applicable coursework, you may not need to complete this process.

3. Submit applicable official transcripts and/or exam scores (i.e. Advanced Placement, International Baccalaureate) to the Admissions Office. They must be received in a sealed envelope as issued by the originating institution or sent electronically by the issuing institution. Emailed, faxed or opened transcripts are considered unofficial and will not be used for evaluation.

   *If you attended North Seattle College, South Seattle College or Seattle Vocational Institute, you do <u>not</u> need to request official transcripts **but please list below if applicable**. Courses completed at Seattle Central College do not require an evaluation. If you have submitted official transcripts to any of the aforementioned colleges, you can contact their respective Registration Offices to have your records forwarded to Seattle Central.*

4. Fill out your information below. Then submit this completed form to the Registration Office.

In Person/	Registration and Records Office	**Fax:**	206.934.5563
Via Mail:	1701 Broadway, Room BE1104	**Email:**	credentials.central@seattlecolleges.edu
	Seattle, WA 98122-2413		

Your records will be evaluated for the program selected. Transfer courses will not be listed on your Seattle Central College transcript, nor will they be included in the calculation of your SCC GPA.

Please allow **3 to 4 months** for processing. If your official transcript is not received within three weeks of submitting this form, your request will expire and be removed from the queue. A new request will need to be submitted. You will receive an email notification once the evaluation has been completed.

Last Name	First Name	Middle Initial	Date
EMPLID (ctcLink) Number	Former Names (if applicable)		
Birth Date	Email Address		Phone Number

Program of Study (available programs listed on the next page)

Active military or veteran?   Yes   No

☐ Check here if you are **not** pursuing a degree or certificate but need your math, science and/or foreign language prerequisites transferred in. To serve as prerequisites for future coursework, math and science courses must have been taken within the last three years.

List Official Transcripts and/or Exam Scores to be Evaluated (Do not list individual courses):

1.

2.

3.

4.

5.

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To check the status of your evaluation, please log into your ctcLink account and view your Advising Notes: "Student Homepage" >> "Academic Progress" tile >> "View Advising Notes"

High School Diploma

High School Completion
High School 21+

College Transfer Degrees

Associate in Arts DTA
Associate in Business DTA/MRP
Associate in Science DTA
Associate in Science Transfer Track 1 *
Associate in Science Transfer Track 2 **

Bachelor of Applied Science Degrees

Allied Health *Community Health and Education*
Allied Health *CHED Pre-Physician Assistant*
Allied Health *Healthcare Services Management*
Applied Behavioral Science

Healthcare and Human Services

Allied Health *Dental Hygiene* ♣ ***
Allied Health *Generalist* ♣
Allied Health *Respiratory Care* ♣ ***
Associate in Nursing DTA/MRP
Chemical Dependency ♠
Social & Human Services ♣
Surgical Technology ♣

Science, Technology, Engineering, Math and Business

Business Technology Management ♦♣♣
Data Analytics and Database ♠
Healthcare Information Technology ♠
Network Design and Administration ♣♠
Software Development ♣♠
Programming and IT Support ♣
Web Design ♣♠
Web Development ♣♠

Seattle Culinary Academy

Culinary Arts ♦
Specialty Desserts & Breads ♦♠

Seattle Maritime Academy

Marine Deck Technology ♠
Marine Engineering Technology ♠

Wood Technology Center

Boat Building and Repair ♦
Carpentry ♦

Please note: The following programs do not require external credits or a transcript evaluation request submission.

Apparel Design & Development ♦	Housing & Social Services Provider I/II/III/IV ♠
Application Development ♠	Medical Assistant ♠
Care Navigation & Coordination ♠	Nursing Assistant ♠
Computer Network Support ♠	Pre-Apprenticeship Construction Training ♠
Dental Assistant ♠	Software Development & Testing ♠
Graphic Design ♦	Visual Media ♦

Legend

DTA	Direct Transfer Agreement	***	Completion of the Allied Health AAS-T on the Dental Hygiene or Respiratory Care track segues into their respective Allied Health BAS degrees.
MRP	Major Related Program		
*	Track 1 focuses: Biological Sciences, Chemistry, Earth Sciences, Environmental Sciences, Geology.	♦	Associate of Applied Science (AAS)
**	Track 2 focuses: Atmospheric Sciences, Computer Science, Engineering, Physics.	♣	Associate of Applied Science Transfer (AAS-T)
		♠	Certificate

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