

Transcript Evaluation Request Procedures

If you wish to (or are required to) transfer credits from other institutions of higher education to Mohave Community College, official transcripts from those institutions must be on file in the Registrar's Office.

These transcripts **MUST** be mailed directly to MCC from the institution(s) you previously attended. Hand carried transcripts or transcripts addressed to you or marked "Student Copy" are **NOT** official.

You must request transcripts from all previously attended colleges/universities (including military transcripts). MCC **CAN NOT** accept credits from College "X" that are posted on College "Y's" transcript. Each institution has its own set of criteria and requirements for transfer; MCC must have each institution's transcript to determine if the credit can be accepted.

Transcripts are evaluated toward the program you are pursuing. Therefore, only courses needed to satisfy your degree/certificate (and coursework necessary to meet pre-requisites) will be awarded based on your previous academic pursuits. Any additional courses previously completed at other institutions that do not apply toward your currently declared degree/certificate **will not** appear as transfer credit on your MCC transcript.

Please have all transcripts **MAILED** directly from your previous institution(s) to:

Mohave Community College
Registrar's Office
Mailstop 104
1971 Jagerson Avenue
Kingman, AZ 86409

Specific MCC programs may require that official transcripts be sent directly to those departments (Nursing, Dental Hygiene, etc.) These transcripts will be accepted by the Registrar's Office as official if they are sent from the appropriate institution directly to (and opened by) those departments.

If you have had your transcript sent to a specific department (Nursing, Dental Hygiene, etc.), your transcript will be sent by those departments to the Registrar's Office for evaluation. You do not have to request the transcript be evaluated.

If you have had your transcript sent to the Registrar's Office, follow these steps:

1. Approximately two weeks after placing your transcript request with your previous institution(s), call MCC Connect at 1-866-664-2832 to confirm whether MCC has received the transcript(s) in the Registrar's Office (do not complete an evaluation request until the transcript(s) have been received). When the transcript(s) have been received, go to the following link:

https://jics.mohave.edu/ICS/Admissions_Apply_Online/Home.jnz?portlet=Request_Transcript_Evaluation&screen=Display+Intro&screenType=next

2. Follow the instructions on the webpage to submit a transcript request. Please note that you must have an MCC ID Number to make a request for evaluation. If you submit a request for evaluation and your transcript has not yet been received by MCC, you will receive an email at the address provided by you on your request. notifying you it has **NOT** been received. In such cases, you will need to submit a new request **AFTER** your transcript(s) have been received.

NOTE:

If you change your degree/certificate after your transcripts have been evaluated by MCC, and believe you have previously completed coursework that would apply to your new degree/certificate, you will need to submit a new request for transcript re-evaluation.

Due to the volume of evaluation requests the Registrar's Office receives, it may take a minimum of four business weeks (peak times may take longer) for the evaluation to be completed after the transcript has been received from a specific department (Nursing, Dental Hygiene, etc.) or after the electronic evaluation request has been received. (Peak times include the month before and after the beginning of each term and the month before specific department application deadlines.)

Credits transferred to MCC will appear on both your official and unofficial MCC transcript. Your unofficial transcript is available through your MCC JICS account.

For advising purposes, Student Service Specialists may use unofficial copies of your transcripts in order to assist you in planning your schedule. This should not be considered acceptance of any transfer credits from other institutions, but strictly an advising tool. Official transcripts received by this office cannot be copied or provided to you or your Student Service Specialist (see note below.)

Transcripts received by Mohave Community College from other schools or institutions become the sole property of the MCC Office of the Registrar and cannot be released to a third party, including you—the student. If you need a copy of your transcripts from previously attended institutions, you must contact those institutions directly.

Only the Office of the Registrar can determine: 1) if courses from other institutions are transferrable and 2) the courses' Mohave Community College equivalents.

To request that a transcript evaluation be re-assessed (you believe a course taken previously that would apply toward your current program should have been brought in by transfer and wasn't), you must file a Petition for Transfer Course Re-evaluation form through your local campus Student Service Specialist or Director of Student Services.