

Transcript Evaluation Request Procedures for Foreign Transcripts

If you wish to (or are required to) transfer credits from any foreign institution(s) to Mohave Community College, official evaluations by a foreign credential evaluation service **MUST** be on file in the Registrar's Office.

All foreign transcripts (including those printed or translated into English) require the student to have them evaluated by a foreign credential evaluation service. Credential evaluation companies such as Academic Credentials Evaluation Institute, Inc. (ACEI) will not only translate, but will offer recommendations of foreign credits and determine if the institution would be equivalent to a regionally accredited institution in the United States. In addition to ACEI, a list of providers can be found at www.naces.org and then clicking on the How to Find a Member link for a list of companies that provide these services. The student is responsible for requesting an evaluation that will show dates when courses were taken, equivalent US grades, what the course is, and whether the institution would be equivalent to a US regionally accredited institution. An official, sealed copy of the evaluation must be submitted directly from the credential service to MCC's Office of the Registrar. Final determination of transfer credit will then be made the Registrar's Office.

These evaluations **MUST** be mailed directly to MCC from the foreign credential evaluation service. Hand carried transcripts/credential evaluations or transcripts/credential evaluations addressed to you or marked "Student Copy" are NOT official.

Transcripts/credential evaluations 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 the foreign credential evaluation **MAILED** directly from the evaluation service to:

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

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

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

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

1. Approximately two weeks after placing your credential evaluation request with your chosen credential evaluation service, call MCC Connect at 1-866-664-2832 to confirm whether MCC has received the credential evaluation in the Registrar's Office. If the credential evaluation has 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 instruction on the webpage to submit a transcript request. Please note that you must have an MCC ID Number to make a request for evaluation.

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/credential 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/credential evaluation 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/credential evaluations received by this office cannot be copied or provided to you or your Student Service Specialist (see note below.)

Transcripts/credential evaluations 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.

If you have also taken coursework at any US institution(s) of higher learning, please see the "Transfer Courses from Other US Institutions" link on the Registrar's Office page for instructions.