

Transfer of College Credits Request

(Please return to the Office of Admissions)

In order to review your transcript(s), please note the following must be completed prior to submitting this form:

- Proof of official high school transcript or GED is in your admissions file.
- Official transcript(s) from the college(s) listed below is in your admissions file.
- Your declared major on file matches what you list below. If not, please see your advisor to change your major.
- You are currently attending RCGC. If previously attended, your admissions file may need updating.

<u>FOR OFFICE USE ONLY</u>	
Rec'd	_____
Term	_____
Status	_____
Sent for eval. date	_____
Compl. date	_____
Prelim. file date	_____
Entry date	_____

If you are unsure of any these items, please have an admissions representative verify your file is complete.

Name: _____

Former Name(s): _____

RCGC Student Identification Number: A _____

Address: _____

City, State ZIP: _____

Phone: () _____ Date of Birth: _____

Major at RCGC: _____

Name(s) of College(s) to be evaluated for Transfer of Credits:

<u>FOR OFFICE USE ONLY</u>		
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>
Rec'd. <input type="checkbox"/>	Official <input type="checkbox"/>	Img. <input type="checkbox"/>

Signature _____

Date _____

- ✓ *Once all required documentation has been received, your transcript(s) will be evaluated for transfer credits into RCGC for the degree program (major) you selected. Only courses with a grade of "C" or higher from a regionally accredited institution will qualify as transferable.*
- ✓ *You will be notified by mail of the evaluation results.*
- ✓ *Current students: Evaluation results will be added to your RCGC transcript immediately upon completion of request.*
- ✓ *New students: Evaluation results are preliminary. Credits will become official on the 10th day of classes in the first semester you are enrolled at RCGC.*