MANCHESTER COMMUNITY COLLEGE

Admissions Office
Transfer Credit Evaluation Request

New/tranfer students: please submit this completed form after applying online for admission to have prior college transcript(s) evaluated and credits transferred to MCC. Current students may use this form to request reevaluation of transcripts. Upon completion, upload the form to your online application account or email it to ma-admissions@manchestercc.edu.

REASON FOR REQUEST

☐ I am a new or incoming transfer student

☐ I am requesting re-evaluaton because of
  ☐ Additional Classes Taken
  ☐ Change of Program/Major

STUDENT INFORMATION

First Name		MI	Last Name		

Previous Name *(if applicable)*				Banner ID Number	

Mailing Address				Apt. #	

City			State	Zip	

Phone Number		Email Address	

Degree/Certificate Program currently enrolled in at Manchester Community College

PRIOR COLLEGES

List the prior college(s) whose transcripts you would like to have evaluated for credit.

College Name

College Name

College Name

To have a college transcript evaluated, you MUST have an OFFICIAL SEALED college transcript from EACH institution that you have attended, sent directly to the Admissions Office by postal mail or electronically. The transcript will be considered unofficial if it is opened, and will not be evaluated for transfer credit. Student copies of transcripts or print outs are considered unofficial and are unacceptable to transfer courses, and can be utilized for prerequisite course placement ONLY. A Transfer Credit Evaluation Request form must be submitted each time an evaluation is requested.

Degree and certificate credit will be granted for credit courses completed with a letter grade of "C– minus" or better, or with a grade of "P" pass. For the exception of English, you must have a letter "C" or better. Such credit courses shall be accepted only for credit, and letter grades assigned by other institutions shall not be recorded or included in computations of student grade point average.

Please note: once we receive your official transcript, your admission will be completed in chronogical order. Upon completion of your evaluation, you will be notified via email. You may, however, view your transfer credits on myCommNet by selecting "Student Records" and then selecting "Academic Transcript".