

Solano Community College
Admissions and Records
Request for Official Transcript Review

LAST NAME

M.I.

FIRST NAME

OFFICIAL USE ONLY

SCC ID #

SCCID #:		Date of Birth:	
Last Name:			
First Name:			
Email:			
Phone:			

School(s) that you requested to have transcripts sent **FROM**:

1)			2)		
3)	4)		5)	6)	

If you recently requested to have transcripts sent to us from another school for evaluation, in order for us to take any action you **MUST** be enrolled at Solano.

Please check all services that you requesting:

Prerequisite Clearing

I would like to be cleared for the following classes based on my completing the prerequisite class at another regionally accredited college with a passing grade. Prerequisite clearing may take up to 15 business days upon receipt of this form AND receipt of a copy of ALL transcripts listed above (unofficial transcripts are acceptable for this service)

(i.e. MATH 330)		

Transfer Unit Posting – MUST have OFFICIAL transcripts on file

Please post any transfer units (course-by-course equivalency) I may have acquired at my prior school(s). Only college level classes that were taken and passed at a regionally accredited college will be posted. Transfer unit posting may take up to 8 - 12 weeks after the receipt of this form AND receipt of a copy of ALL official transcripts listed above.

If you submit this form to us prior to our receiving your transcript(s) from another school(s), we will hold it for no more than one year. Requests for which we have received transcripts are processed in the order the Request for Transcript Review was received.

By submitting this form, you are indicating to us that you understand the above processes and are formally requesting for Solano College to complete the requested services.

Please return this form to us via email at admissions@solano.edu