



Transcript Evaluation Request Form

Instructions for Completing a Transcript Evaluation Request

Transcript Evaluation Request Form is for current SBCC students or incoming SBCC students who have completed previous coursework at an accredited College and/or University and would like to receive SBCC subject and/or unit credit to apply toward a SBCC AA/AS degree, Certificate of Completion, Department Awards, or Skills Competency Award. Complete Transcript Evaluation Request form and submit to **Academic Counseling Center** (SS 120) or fax to Transcript Evaluation Office (805) 560-0591.

1. **Official transcripts** need to be received by SBCC Admissions and Records Office or submitted with the Transcript Evaluation Request. To verify that your transcripts have been received by the Admissions and Records Office please confirm with Admissions and Records Office.
2. Once the Transcript Evaluation Office has received your request, you will receive a confirmation on your **SBCC PIPELINE e-mail** account of the request.
3. When the Transcript Evaluation Request is completed, you will be notified by the Transcript Evaluation Office on your **SBCC PIPELINE e-mail** account.
4. SBCC reserves the right to request further documents as needed to conduct an evaluation.
5. In some cases evaluation of courses for subject and/or unit credit must be reviewed by the SBCC department offering a similar course.
6. **Transcript evaluations may take up to four weeks to complete.**

SBCC Transfer of Credit Policy:

Santa Barbara City College grants lower division subject and/or unit credit for most coursework completed at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit. To earn subject and/or unit credit for previous course work, students must submit an official transcript to SBCC Admissions and Records Office. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement. Students may request to have their course work evaluated by the SBCC Transcript Evaluation Office and appropriate unit/subject credit will be granted based on District policy and Administrative Procedure in effect at the time of submission of transcripts.



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Instructions: Evaluation must be requested by student or counselor. **OFFICIAL** transcript(s) from all colleges attended must be received by SBCC Admissions and Records Office or submitted with a Transcript Evaluation Request. Students making request must be currently enrolled in SBCC, previously enrolled, or have a completed application in system.

Student information:

Print Student Name: _____ Date: ____/____/____
(Last name, first name)

Prior Name (if applicable): _____ SBCC ID number: K_____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number: () _____ - _____ Cell number: () _____ - _____

Email address: _____

Purpose of evaluation and educational goal: check appropriate box

Students who would like to receive an SBCC degree:

- AA, AS: _____ (Major/program)
- Certificate: _____ (Major/program)
- Department award: _____
- Skills competency award

TRANSFER STUDENTS please see Academic Counselor for questions regarding transfer questions.

If requested by counselor, counselor name/user #: _____

Special instructions: _____

Colleges attended:

College Name:	Location (state):	Date(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For Transcript Evaluation Office use only:

Date received: ____/____/____ Initials: _____

If student is **NOT** submitting documents, are **ALL** of their transcripts noted above in STARRS? ____ yes ____ no

Evaluation will not be completed until all **OFFICIAL** documents are received!

Date completed: ____/____/____

Comments: _____
