Send previous college OFFICIAL transcripts (U.S.A only) to:

Attn: Transcript Evaluator
Student Records Office
Washtenaw Community College
4800 East Huron River Drive
Ann Arbor, MI 48105-4800

WCC will make the determination whether to accept a transcript as official.

The following unofficial transcripts will NOT be used to post transfer credit at WCC but can be used to set a prerequisite if needed:

- Faxed, copied, or unsecured emailed/electronic transcripts or emailed/electronic transcripts not sent directly from a school to WCC
- Transcripts showing as unofficial transcripts, hardcopy official transcripts that are opened or are not in the original sealed envelope or are without the registrar's signature, or are not on official paper.
- Non-evaluated International Transcripts (review Important Information below regarding ECE or WES evaluations)

Once WCC has received your official transcripts, then use your student email.

SEND EMAIL TO: transcripteval@wccnet.edu Use your Last Name in subject line. Provide the following:

1. Your WCC Student ID
2. Your last name
3. Your first name and middle initial
4. All former names
5. Daytime phone number
6. WCC program toward which you want transfer credit
7. Year of the catalog for the program you are completing
8. First term that you earned or will earn credit at WCC
9. Colleges and dates that Official Transcripts were sent

IMPORTANT INFORMATION:

- Once WCC receives your emailed request, you will be instantly sent an “out of office assistant” reply confirming receipt (which you should keep).
- Evaluations are completed in the order that emails are received. Processing time is several weeks, subject to change.
- All correspondence will be sent to your WCC student email account.
- No evaluated transfer credit will be added to your WCC record until you have earned academic credit from WCC.
- Check for prerequisites and overrides through MyWCC by clicking on Student Services, Registration, Course Prerequisite Check. Enter the course you plan to take to view which prerequisites are required and met. Then if you need to request an electronic override, click on the Open OPOR Form button. There are also other links under Student Records to view your test scores and academic levels. If you need advising, stop by Counseling or on WCC’s home page (www.wccnet.edu), type in “online advising” in the Search WCC box to access the advising form. Some prerequisites can be entered at the Student Connection or by calling 734-973-3590 or 734-477-8969. These would need to be based on exact WCC equivalents of the requirement with a completed grade of C or above. Unofficial transcripts must display your name and the college name to be used as proof of a prerequisite met.
- Once credit is posted you will be notified. Posted transfer credit is viewable through the myWCC login site under academic transcripts.
- Once outside credit is posted to your WCC transcript and proofed, the credit CANNOT be removed or changed. Testing credit cannot exceed 30 credits.
- International transcripts CANNOT be evaluated directly. An international credit COURSE-BY-COURSE evaluation from ECE or WES is required. Applications for these outside evaluation services are online at www.ece.org or www.wes.org. ECE or WES evaluations can be sent to the WCC address provided above. Educational Perspectives evaluations will also be accepted. DO NOT send original international documents to WCC for evaluation of transfer credit. Any expense for international transcript evaluation is borne by the student.

For questions about the PROCEDURE FOR EVALUATION OF OTHER COLLEGE TRANSCRIPTS, please call 734-973-3590.

Revised 21OCT2014ch