

Information for Pierce Students who have attended other colleges and universities

You must have **OFFICIAL TRANSCRIPTS SENT DIRECTLY FROM EACH INSTITUTION** you attended to the Pierce College Admissions and Records Office at:

Pierce College Admissions and Records Office

6201 Winnetka Avenue
Woodland Hills, CA 91371

Hand delivered transcripts cannot be accepted. Counselors can review unofficial transcripts but any decisions will be void if an official transcript is not received by the time of your graduation and/or transfer.

❖ **ASSOCIATE DEGREE AND CERTIFICATE GUIDELINES:** If you plan to pursue an associate degree or certificate at Pierce College, and do NOT plan to transfer to a baccalaureate granting institution, follow these guidelines:

- Make an online appointment to meet with a Pierce Counselor:

http://www.piercecollege.edu/offices/counseling_center/counseling_appointments.asp

Choose “Progress Review/Transcript Evaluation” for the appointment reason

Be sure to bring unofficial copies of your transcripts with you and all relevant course descriptions.

IMPORTANT INFORMATION:

- **GRADES OF C-:** 1. Effective fall 2009, will NOT satisfy any associate degree major requirement.
2. Do NOT clear associate degree math and written competency graduation requirements.
- **INTERNATIONAL/FOREIGN TRANSCRIPTS:** If you attended college outside of the United States and would like coursework from the international institution considered for Associate Degree or certificate applicability you must have your transcripts evaluated by an approved agency before a counselor can help you. You must request a Comprehensive Evaluation from the agency. A list of approved agencies can be found at the following website:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

The list of approved agencies is also available from a Pierce Counselor and in the Pierce Graduation Office.

Per LACCD regulation E-101, after you have completed 12 units within the LACCD, you can meet with a counselor to have your Comprehensive Transcript Evaluation of your foreign coursework reviewed for associate degree and certificate applicability. A maximum of 30 units of foreign coursework may be applied to the associate degree.

❖ **TRANSFER TO A CSU OR UC CAMPUS:** If you plan to transfer to a California State University or University of California campus, follow these guidelines:

- Make an online appointment to meet with a Pierce Counselor:

http://www.piercecollege.edu/offices/counseling_center/counseling_appointments.asp

Choose “Progress Review/Transcript Evaluation” for the appointment reason

Be sure to bring unofficial copies of your transcripts with you and all relevant course descriptions.

- Pierce Counselors only have the authority to evaluate coursework completed at institutions outside the California Community College system for applicability to the general education plans accepted at the California State University and University of California campuses. These plans are called the CSU GE Plan and the IGETC.
- International/Foreign Records: Coursework from non-US regionally accredited institutions may NOT be applied toward the CSU GE Plan or the IGETC
 - If you have international/foreign coursework and plan to transfer, it is solely the decision of the transfer university on how your international coursework may satisfy university requirements. Important: Consult with your intended transfer university before you pay to have your transcripts evaluated by an agency. Most universities have their own, internal foreign transcript evaluation department and will not accept outside agency evaluations
- IGETC AREA 1A and 1B, CSU AREA A3: A course outline or syllabus MUST BE PROVIDED in order for a counselor to review your coursework.
- IGETC Area 1A and 1B: If you are petitioning a course from a US regionally accredited college or university other than a California Community College for credit towards fulfillment of IGETC Area 1A or 1B, please be advised of the following: The syllabus must include the required length of writing assignments. Additionally for IGETC 1B, the IGETC policy states that “it is unlikely that institutions other than California community colleges will have a combined course in critical thinking-English composition.”
- GRADES OF C-: 1. Will NOT clear any admission requirements for CSU and UC transfer eligibility.
2. CANNOT be used on the IGETC.
- For information on how your coursework will satisfy CSU and UC major requirements, you must consult your intended transfer university directly. It is solely the decision of the transfer university on how coursework from other institutions will meet major requirements.

❖ **TRANSFER TO PRIVATE UNIVERSITY:** For information on how your coursework will satisfy private university requirements, you must consult your intended transfer university directly. You should also make an appointment to see a Pierce counselor for academic planning.