



Counseling Office
Lassen Community College

Transcript Evaluation Request
For Incarcerated Students

Instructions: Complete this form if you have completed coursework at any college AND you have submitted official transcripts for colleges previously attended to Lassen Community College. Once completed, submit this form to the Correspondence Office, PO Box 3000, Susanville, CA 96130.

Step 1 – Student Information

Date Completed: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ LCC Student ID #: \_\_\_\_\_

Institution: \_\_\_\_\_ CDCR#: \_\_\_\_\_

Step 2 – Transcript Information

You must submit all official transcripts to the Admissions and Records office. Requests will not be processed until all transcripts are submitted and received and this request form is complete. Please list colleges you attended below:

Transcript #1 from: \_\_\_\_\_

Transcript #3 from: \_\_\_\_\_

Transcript #2 from: \_\_\_\_\_

Transcript #4 from: \_\_\_\_\_

Advanced Placement Exam: \_\_\_\_\_

IB or CLEP: \_\_\_\_\_

Step 3 – Evaluation Information

LCC Associate Degrees and Certificates: (Please check below and list major)

- Associate Degree for Transfer
Associate Degree
Certificate

Major: \_\_\_\_\_
Major: \_\_\_\_\_
Major: \_\_\_\_\_

Transfer Certifications:

- CSU GE
IGETC

Upon completion of the Transcript Evaluation, a letter will be sent with a summary of the results of the evaluation.

More information on reverse

## Transcript Evaluation Information

Evaluations are processed within 2 to 4 weeks, not including open registration or graduation periods. Students must have applied to Lassen College and have an LCC ID number to qualify for a transcript evaluation.

Official Transcripts from all regionally accredited colleges and/or universities must be on file before an evaluation will occur. It is the responsibility of the student to provide official transcripts, photocopies will not be accepted. AP exam results and IB or CLEP documentation is needed to be considered for credit.

Equivalencies are granted based on course description and content comparison. If Lassen Community College does not offer a comparable course, other resources are used to determine transferability. These additional resources are ASSIST- the official repository of articulation for California's colleges and universities, and TES/CollegeSource.

## Transcript Evaluation FAQ's

### 1. Do I need to have my former transcripts evaluated?

If you are planning to complete a Certificate or Degree at Lassen Community College, you should have your transcripts evaluated. If you are not pursuing a certificate or degree, you do not need to submit transcripts for an evaluation.

### 2. What is required for a transcript to be evaluated?

All of the following:

- A sealed official transcript must be submitted, or electronically submitted from the college
- Submit a completed Transcript Evaluation Request form
- Must have applied to Lassen Community College and have an ID number
- Previously attended institutions must be regionally accredited in order to receive transfer credit

### 3. Where do I have my transcripts sent to?

Lassen Community College, Admissions and Records, PO Box 3000, Susanville, CA 96130

### 4. Where do I send my Transcript Evaluation Request form?

Mail to: Lassen Community College, Correspondence Office, PO Box 3000, Susanville, CA 96130