



READ REVERSE SIDE BEFORE COMPLETING FORM

# Request for Program Completion Evaluation

This form is a request for information regarding progress toward a degree. **This form is not an application for graduation.**

**Please complete all sections.**

Submit completed form to the Admissions/Registration Office.

835 - -

Name \_\_\_\_\_  
Last First Middle

Student Identification Number

Previous Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Evaluator will contact you by email if provided

Address \_\_\_\_\_

### Please evaluate my transcript for the following degree(s) or certificates(s):

Please refer to current catalog.

- Associate in Arts, University and College Transfer
- Associate in Business
- Associate in Arts, General Studies
- Associate in Arts, General Studies (SOC/NAV)
- Associate in Science (Please mark a box to indicate Area of Study)
- Associate in Music
- Associate in Visual Arts
- Associate in Applied Science - ECE
- Associate in Pre-Nursing (not RN)

- BIOL     CHEM     COMPUTER SCIENCE     ENVIRON     GEOL     PHYS/ ENG

Associate in Technical Arts- (RN)     Associate in Technical Arts- (RN To Bothell)     Certificate (LPN)

Associate in Technical Arts in : \_\_\_\_\_ (Indicate emphasis below)  
Emphasis \_\_\_\_\_ (ie; Accounting, Web Designer, Chemical Dependency)

Certificate in : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVALUATIONS WILL BE COMPLETED BASED ON YOUR SVC TRANSCRIPT AND ALL TRANSCRIPTS LISTED BELOW:

Other College transcripts to be evaluated:

*(All transcripts listed must be official and on file at Skagit Valley College.)*

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**Please indicate to which offices copies should be sent:**

- Financial Aid
- VA- Mount Vernon     VA-Whidbey
- Whidbey (Student Services)
- South Whidbey     Friday Harbor
- International Advisor     Other \_\_\_\_\_

**There are a number of things that you can do which will help move the evaluation process along:**

- 1) Evaluations are not automatically done. They must be requested. SVC does not have access to other college's transcripts. Until you request to have your transcript(s) from other colleges sent to us, SVC cannot evaluate them. **ALL TRANSCRIPTS MUST BE OFFICIAL.**
- 2) Make sure **all** transcripts listed on the evaluation request **are here** before submitting the request for an evaluation. If the last time you attended SVC was more than two years ago, check with us to see if your transcripts are still available. If your file is no longer active you will need to request your transcripts from other colleges again.
- 3) Make sure the information on the evaluation request is complete, accurate and legible.
- 4) Supply course descriptions for courses taken more than three years ago at other colleges.
- 5) After 25 or more applicable credits (not Developmental or Community Service), request an evaluation.
- 6) Request evaluations no more than every other quarter. If there are other questions, see your advisor.
- 7) Make sure the degree requested is one we offer. Also, please be sure to indicate the emphasis such as ATA-OFTEC-Accounting Paraprofessional or Associate in Science- Geology.
- 8) Apply to graduate at least two quarters before you expect to graduate so there is time to take care of loose ends.