

**Here are a number of things that students can do which would help move the evaluation process along:**

1. Evaluations are not automatically done. They must be requested. We do not have access to other college's transcripts unless the student takes the responsibility to see that their transcript(s) from other colleges are sent to us.
2. Make sure that **all** transcripts listed on the evaluation requests are here before submitting the request for an evaluation. We spend a great deal of time searching for transcripts the student lists and frequently find the transcripts are not here. If a student attended here a long time ago and then dropped out for a period of time, we purge the files as we don't have room to store them.
3. Make sure the information on the evaluation requests is complete, accurate and legible.
4. Supply course descriptions for courses taken more than 3 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-OBT- Accounting tech or Associate in Science Geology
8. If you list an email address, please check it for messages.
9. Apply to graduate at least two quarters before you expect to graduate so there is time to take care of loose ends.
10. Be sure to indicate if you want copies sent to an office on Campus.



# 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 \_\_\_\_\_ Student Identification Number \_\_\_\_\_  
Last First Middle

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 certificate(s):

Please refer to current catalog.

- Associate in Arts, University and College Transfer
- Associate in Music  Associate in Business (DTA)
- Associate in Arts, General Studies  Associate in Visual Arts
- Associate in Arts, General Studies (Soc/Nav)
- Associate in Science \_\_\_\_\_ (Indicate specialization)
- Associate in Technical Arts in: \_\_\_\_\_
- Certificate in: \_\_\_\_\_
- No degree, prerequisites for non-SVC program

Expected date of graduation \_\_\_\_\_

Date started at SVC \_\_\_\_\_

Date last attended SVC \_\_\_\_\_

Are you receiving financial aid? \_\_\_\_\_

Are you a military veteran or dependent and receiving educational benefits? \_\_\_\_\_

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

- Other College transcripts to be evaluated:
- 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_

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

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

- Financial Aid \_\_\_\_\_  Whidbey \_\_\_\_\_
- VA—Mount Vernon \_\_\_\_\_  VA—Whidbey \_\_\_\_\_
- Friday Harbor \_\_\_\_\_  South Whidbey \_\_\_\_\_
- International Advisor \_\_\_\_\_  Other \_\_\_\_\_

<i>Office Use Only</i>		
Transcript's received dates:		
1st check	2nd check	Received
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Database: \_\_\_\_\_

To Evaluator: \_\_\_\_\_

To Student: \_\_\_\_\_

To Other: \_\_\_\_\_