

# Transcript Evaluation Process

---

required prerequisite course(s) and grant course permission. This is not a substitution for an official evaluation.

## US Institutions

Enrolling students must request that institutions they have previously attended send official Transcript(s) to CPCC at:

Student Records  
CPCC  
P.O. Box 35009  
Charlotte, NC 28235-5009

After official college transcripts are received in Student Records, they are evaluated automatically by the Transcript Evaluation Department. Students are notified by email when their evaluations have been completed. Previous courses completed with a "C" or higher grade from regionally accredited institutions that match CPCC courses are transferred for credit. To see courses accepted for transfer, students should

1. log into their MyCollege account,
2. select **Transcript** from the **Academic Profile** menu,
3. select "CB" for Combined CU/CE Transcript, and
4. Submit.

## International Institutions

Students are advised to submit their record of courses to an agency recognized by NACES (National Association of Credential Evaluating Services; [naces.org](http://www.naces.org) (<http://www.naces.org>)) for an international evaluation. Letter grades ("A," "B" or "C") and earned credit hours must be provided for each course. Course equivalencies based on "Pass" or "Satisfactory" completion are not accepted.

A CPCC evaluation may be requested after an official international evaluation report has been received by:

Student Records  
CPCC  
P.O. Box 35009  
Charlotte, NC 28235-5009

After an official international college transcript evaluation is received in Student Records, it automatically will be evaluated by the Transcript Evaluation Department. Students are notified by email when their evaluation has been completed. Previous courses completed with a "C" or higher grade from regionally accredited institutions that match CPCC courses are transferable. To see courses accepted for transfer, students should

1. log into their MyCollege account,
2. select **Transcript** from the **Academic Profile** menu,
3. select "CB" for Combined CU/CE Transcript, and
4. Submit.

**Note:** In most cases, students are not required to wait until their evaluation is completed in order to register for classes. When completion of prerequisite courses is necessary to register for courses, student counselors, academic advisors, faculty advisors and division directors can review students' transcripts to verify successful completion of the