

Transcript Evaluation Process

US Institutions

Enrolling students must request institutions they have previously attended to send official transcript(s) to Central Piedmont. Central Piedmont accepts electronic transcripts through secure transcript providers such as CFNC, Parchment, eScrip, Scribbles, and the National Clearinghouse. Select Central Piedmont in the recipient drop-down field when applicable. Official paper transcripts mailed to Central Piedmont should be sent to the following address:

Student Records
Central Piedmont Community College
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 grade of "C" or higher from regionally accredited institutions that match Central Piedmont courses are transferred for credit. To see courses accepted for transfer, students should:

- a. Log into their MyCollege account
- b. Click on the Graduation Cap icon on the left (this will open the Academics menu)
- c. Click on Student Planning
- d. Click on Unofficial Transcript
- e. Click on Combined CU/CE Transcript
- f. The unofficial transcript will download into a pdf which can be opened at the bottom of the page. Students will be able to view all of their courses accepted for transfer here.

International Institutions

You must submit your official documents (transcripts, mark sheets, certificates, examination results, etc.) to one of the services below for an international evaluation.

- International Education Evaluations (IEE)
- SpanTran
- Another approved member of NACES (National Association of Credential Evaluation Services).

Students are advised to submit their record of courses to an agency recognized by the National Association of Credential Evaluating Services (NACES) 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.

Send certified transcripts with NACES provided English translations and their international evaluations to:

Student Records
Central Piedmont Community College
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 grade of "C" or higher from regionally accredited institutions that match Central Piedmont courses are transferable. To see courses accepted for transfer, students should:

- a. Log into their MyCollege account
- b. Click on the Graduation Cap icon on the left (this will open the Academics menu)
- c. Click on Student Planning
- d. Click on Unofficial Transcript
- e. Click on Combined CU/CE Transcript
- f. The unofficial transcript will download into a pdf which can be opened at the bottom of the page. Students will be able to view all of their courses accepted for transfer here.

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