

ACADEMIC TRANSCRIPTS

A student may request official transcripts through the National Student Clearinghouse (NSC). To learn how to request transcripts visit UCC website at umpqua.edu/request-transcripts (<http://umpqua.edu/request-transcripts/>). (<http://umpqua.edu/request-transcripts/>)

Links to NSC are provided through each student's self-service account, the UCC web site Transcript page, umpqua.edu/request-transcripts (<http://umpqua.edu/request-transcripts/>), or directly through National Student Clearinghouse, nationalstudentclearinghouse.org (<http://nationalstudentclearinghouse.org>). Official transcripts are stamped with the college seal, and delivered to recipients designated by the student.

Students may access an unofficial transcript by printing directly from their Student Self Service account under unofficial academic transcript.

Umpqua Community College does not release copies of any transcripts originating from another college, university, high school or entity, from which the student may have transferred.

Holding of Transcripts

Transcripts will be held for outstanding debts owed the College or any other lending institution that provided financial aid, after the acceptance of the account by a collector, including the U.S. Department of Education.

Transferring UCC Credits

Lower division credits may be transferred to most colleges throughout the United States. Lower division students may transfer up to 108 credit hours to schools in the Oregon public universities. Even though "D" grades are passing for UCC graduation requirements, many schools will not accept credits for which a "D" has been earned. This is especially true if the course is in the students' major field. "P" credits may also be limited by transfer institutions or recalculated for GPA purposes upon transfer. Students planning to transfer credits to another institution are encouraged to work closely with their advisor in planning a transfer program that works for the school they wish to transfer to. Students should always contact the college or university to which they will transfer to acquire acceptance in planning appropriate classes for their program. Failure to do so may cost a student valuable time and money.

Credits from other institutions may be accepted toward degree requirements at UCC if they were completed at a regionally accredited college or university.

For credit students, the college evaluates coursework for all lower division courses from regionally accredited institutions where grades of "A", "B", "C", or "P/S" (Pass/Satisfactory) were earned. "P/S" grades are only transferable if the transferring institution awarded that grade for a "C" or higher. If a "D" was considered "P/S" it is not transferrable. If the student is uncertain what constitutes lower division course work they should be referred to the appropriate section of the catalog. Transfer GPA is not included in overall GPA on UCC transcripts.

To request an evaluation of transfer credits, the student should submit official transcripts from all schools where they have transfer coursework; the evaluation cannot be completed until the college has received transcripts. Transfer evaluations may take up to 1 month to complete depending upon the volume of requests.

All transcripts received by the Student Service Office become the property of UCC. Students should plan to meet with an academic advisor

to review program requirements and see how their transfer credits have been applied.

In order to receive credit towards a UCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at www.naces.org by clicking on "Current Members" for a full list of service providers.

CEU and Non-Credit Transcripts

Continuing Education Units are awarded at the discretion of the college. An official transcript of CEU and non-credit courses may be requested from the Office of Registration and Records following regular UCC transcript guidelines.