

Procedure to Request Evaluation of Other College Transcripts

Send previous college OFFICIAL transcripts (U.S.A. only) to:

Attn: Cathy Hann
Student Records Office
Washtenaw Community College
4800 East Huron River Drive
Ann Arbor, MI 48105-4800

(No electronic or faxed copies)

After official transcripts have been sent to WCC Email the following information:

1. Your **WCC Student ID**
2. Your **last name**
3. Your **first name** and middle initial
4. **Former names**
5. Daytime phone number
6. **WCC program** toward which you want transfer credit
7. **Year of the catalog** for the program you are completing
8. **First term** you earned or will earn credit at WCC
9. **Colleges and dates** the Official Transcripts were sent

Send email to: transcripteval@wccnet.edu

Use your **LAST NAME** as the subject line for your email.

- No transfer credit can be added to your WCC records until you have earned credit from WCC.
- Evaluations will be done in the order that the emails are received.
- Until you earn your first credit from WCC, see our Counseling Department
 - (2nd floor of the Student Center Building or call 734-677-5102)
 - for help to avoid repeating a class needlessly
 - to obtain any electronic prerequisite overrides needed
- Once the transfer credit is posted the transferred credit will be viewable online through the MyWCC login
 - on the WCC website <http://www.wccnet.edu> .
- Foreign transcripts cannot be evaluated directly
 - international credit course-by-course evaluation from ECE or WES is required
 - applications for these outside evaluation services are online at <http://www.ece.org> or <http://www.wes.org>
 - WES or ECE evaluations can be sent to the mailing address above.
 - Do not send foreign documents to WCC for evaluation of transfer credit.