

# Transcript Evaluation Checklist

## Step 1: Before you see a counselor, first gather the following information

- ☐ **Unofficial transcripts of all colleges/universities attended and AP/IB scores (if applicable)**
  - AP exam scores of 3 or higher may be used. For IB exam HL only minimum score of 4.
- ☐ **Course descriptions for each college/university course completed (in the semester/year it was taken)**
  - Online college catalogs with course descriptions are available on the college/university or departmental websites.
- ☐ **A course syllabus for English composition courses completed at non-California community colleges.**
  - Students seeking to apply a college level English course under IGETC Area 1A are required to show evidence of written work of 5,000 words (20 pages). This must be clearly stated in the course description.
  - Students should submit a course syllabus if the course description does not clearly indicate a 5,000 word count. An email from the professor or Department Chair sent directly from their campus email address will suffice if the syllabus does not indicate 5,000 words.
- ☐ **Pre-requisite course description for highest level of math course completed**
  - Pre-requisite information for math courses is required to determine placement.

## Step 2: Send official transcripts and exam scores to Los Angeles Pierce College Admissions & Records Office

- ☐ Official transcripts must be sent directly from the college/university. **Electronic transcripts** and exam scores are received faster than transcripts sent in the mail.

**Admissions and Records**  
Los Angeles Pierce College  
6201 Winnetka Avenue  
Woodland Hills, CA 91371

OR

**Request electronically**  
<https://www.parchment.com/>

## Step 3: Make a 1-hour counseling appointment online [here](#) with reason code "Request Transcript Evaluation (non-LACCD)"

- ☐ **Be prepared. Are you requesting evaluation for any of the following:**
  - IGETC
  - CSU GE
  - Perce College GE
  - Associate degree major requirements
  - Certificate of Achievement requirements

**\*\*Important disclaimer: It may take more than one appointment to complete a transcript evaluation. Start the process early.**