Transcript Evaluation Request Checklist

Use the following checklist as a guideline for sending requests to the transcript evaluation email box.

- Transcript has been imaged and is legible (if transcript was received at campus)
- Student near completion of 1st term of enrollment

**Note:**
The following email subject lines followed by the student name and ID# should be used for the Transcript Office to prioritize requests. All transcript evaluation requests should be sent to transcriptevaluation@hccfl.edu

- Transcript Evaluation
- High Priority/Financial Aid
- Military Transcripts
- Articulated Credit
- COLD Conversion
- International Student
- Test Scores
- Re-Evaluation/Correction
- Prerequisite Evaluation
  - Request for possible pre-requisites courses to be highlighted on imaged transcript
- Course Equivalency Questions only (evaluation not needed)
  - The following information should accompany questions regarding equivalency of specific course(s): Institution, course prefix/number and term date.
- Course Substitution
  - Must have appropriate signatures
- Exception/Override (EXOV)
  - Include supporting documentation: SCNS course catalog printout showing gen ed, course description, etc.