

WINDWARD COMMUNITY COLLEGE  
Admissions and Records Office

REQUEST FOR TRANSCRIPT EVALUATION

**INSTRUCTION TO STUDENT:** For any previous coursework to be evaluated for transfer to Windward Community College (WinCC), your Home Institution must be WinCC, you must be in a declared program, and you must be enrolled at least three weeks into the start of the Fall/Spring semester (exception – transcript evaluation for graduation).

Your official transcripts must be sent directly from your previous college/military training (other than University of Hawaii campuses) to WinCC Admissions and Records Office. Hand-carried transcripts are not acceptable for transcript evaluation.

NAME: \_\_\_\_\_ UH ID/User Name: \_\_\_\_\_  
Print Last Name, First Name, MI

Other Name on Transcript: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Process Transcript Evaluation:  Fall 20\_\_\_\_  
 Spring 20\_\_\_\_  
 Graduation 20\_\_\_\_  Fall  Spring  Summer  
Graduation Certification is required, call 235-7413 for appointment with counselor  
 All transcripts must be received by the end of the graduation month

A&R Use Only College Code	Print Name of College/Military Training to be Evaluated (include UH campuses)	Enrollment Dates	A&R Use Only X = recd
	1.		
	2.		
	3.		
	4.		
	5.		

*Transcript Evaluation will only be processed when all transcripts are received. Incoming transcripts will be retained for only one year*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~ ~ ~ ~ ~ ACTION TAKEN ON THIS REQUEST FOR TRANSCRIPT EVALUATION ~ ~ ~ ~ ~

Dear Student: Your Request for Transcript Evaluation form is no longer **valid** (see reason below). If you want your transcript to be evaluated, you must take appropriate action AND SUBMIT a new Request for Transcript Evaluation form. We cannot process your transcript evaluation due to:

- your Unclassified status at WinCC
- WinCC is not your Home Institution
- you are not currently enrolled
- WinCC did not receive all transcript(s) listed above (*incoming transcripts will be retained for only one year*).
- Other: \_\_\_\_\_

----- FOR OFFICE USE ONLY -----

Y N WinCC Home Campus  
 Y N Currently Enrolled (Fall/Spring only)  
 Y N Declared Program: \_\_\_\_\_  
 \_\_\_\_\_ Entered Receipt of RTE in Banner SPACMNT  
 \_\_\_\_\_ Sent Transcript Evaluation to Counselor/Checked Box in Banner SOAPCOL  
 \_\_\_\_\_ Notified Student of Action Above/Removed in Banner SPACMNT