



# REQUEST FOR VCCS TRANSCRIPT EVALUATION

Records / Office of the Registrar • 173 Skirmisher Ln • Middletown, VA 22645  
Telephone: 540-868-7105 Email: Records@laurelridge.edu Fax: 540-868-7005

If you have attended a Virginia Community College, please complete the section below to have your credits transferred to Laurel Ridge Community College. Once the evaluation has been completed, you will be able to view the results through your MyLaurelRidge account. Please note:

- You do not need to submit an official transcript from other VCCS colleges.
- You must be enrolled in a program of study to have your transfer credit awarded.
- No credit will be awarded for transfer courses with grades lower than a "C," courses with grades of "P" or "S," or for developmental courses.
- After transfer credits are posted to your account, you will be notified via your VCCS email.
- If you are currently enrolled at another VCCS college, you must submit an additional form to transfer any current classes after grades are posted.

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Former: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

My Planned Program(s) of Study: \_\_\_\_\_

Student Signature: \_\_\_\_\_ VCCS Email: \_\_\_\_\_@email.vccs.edu

I voluntarily consent to the use of an electronic record of my Laurel Ridge student file. I acknowledge that, by logging into the MyLaurelRidge system with my unique credentials and emailing from my @email.vccs.edu account to provide Laurel Ridge with this data, I have given my electronic signature which has the same legal and binding effect as a "wet" or handwritten signature.

### VCCS Colleges Attended:

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Electronic signature verified by: _____	For office use only Processed by: _____	Date: _____
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