

# TRANSCRIPTS

## Transcript Requirements

All new, continuing, and returning students are encouraged to submit official transcripts from all high schools, colleges and universities they have attended. **Exception:** Students do not need to submit transcripts from Moorpark and Ventura Colleges.

Students are encouraged to have their transcripts submitted to Oxnard College before enrolling for their first semester, to prevent delays in processing their registration.

All transcripts submitted to Oxnard College become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

**Official transcripts are required** for degree and/or certificate applications if courses are being used to satisfy any requirements. Special programs with specific requirements such as nursing, athletics, and financial aid may require a student to submit all high school and college transcripts to verify eligibility.

The College is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

### Preferred delivery for fastest processing:

Oxnard College Admissions & Records Office will accept official, electronic transcripts through email, provided the transcript is sent from a certified transcript ordering service.

- Order your transcript through your institution's electronic delivery service
- If prompted to enter an email, use oc (oxadmissions@vcccd.edu)admissions@vcccd.edu
  - Transcripts emailed from a student's address or unauthorized sender will not be accepted.

Mailed transcripts may take up to 10 working days to process after receipt:

Oxnard College Admissions and Records Office will accept official, sealed transcripts through mail.

- Mailed transcripts may be addressed to:
  - Oxnard College Admissions & Records  
4000 South Rose Ave  
Oxnard, CA 93033
  - Opened or unsealed transcripts will not be accepted.

## Acceptance of Transfer Coursework

**VCCCD will accept and apply coursework from institutionally accredited institutions for completion of local degrees, certificates, and proficiency awards. The following are the recognized institutional accrediting bodies:**

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges (ACCJC)
- Accrediting Council for Continuing Education and Training (AC CET)
- Association of Advanced Rabbinical and Talmudic Schools (AARTS)
- Association for Biblical Higher Education Commission on Accreditation (ABHE)
- Association of Institutions of Jewish Studies (AIJS)
- Association of Theological Schools Commission on Accrediting (ATS)
- Council on Occupational Education (COE)
- Distance Education Accrediting Commission (DEAC)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- National Accrediting Commission of Career Arts and Sciences (NACCAS)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Transnational Association of Christian Colleges and Schools (TRACS)
- WASC Senior College and University Commission (WSCUC)

Coursework presented on official transcripts from regionally accredited colleges and universities will normally be granted lower division credit by Oxnard College. Exceptions may apply. Students seeking exception must schedule an appointment to see a college counselor.

All transcripts submitted become the property of the College, and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized College personnel only.

All transfer coursework is evaluated based on the current information and practices specified in the Accredited Institutions of Postsecondary Education by the American Council on Education. Students transferring to colleges of the Ventura County Community College District are required to declare all previous college attendance. Failure to provide complete information may result in dismissal from the Ventura County Community Colleges.

For information about how coursework from institutionally and regionally accredited institutions applies to Transfer, please see the sections of the catalog on Other Graduation Information (<http://catalog.vcccd.edu/oxnard/graduation-requirements/other-graduation-information/#text>), Guidelines for Additional Degrees, Certificates, and Proficiency Awards (<http://catalog.vcccd.edu/oxnard/graduation-requirements/>

other-graduation-information/#additionaldegreestext) and Transfer Information. (<http://catalog.vcccd.edu/oxnard/transfer-information/>)

## From Foreign Colleges & Universities

Students transferring to the Ventura County Community Colleges from foreign colleges or universities must have their transcripts translated and as being equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credentials Evaluation Services or one approved by the California Commission on Teacher Credentialing. Evaluations from other professional credentials evaluation services will be reviewed for acceptability on a case-by-case basis. The evaluation must be a Detailed or Comprehensive evaluation that includes course-by-course descriptions, unit values and/or grade point average, and identification of lower and upper division courses. Evaluations must be mailed directly to Oxnard College from the evaluation service. Contact the Counseling Office for more information regarding credential evaluation criteria.

Students must submit official transcripts to a qualified agency and request that the agency forward the official evaluation to the College. Completed coursework will be considered for lower division unit credit only. However, foreign coursework cannot be applied to CSU General Education Breadth or IGETC (except Area 6) certification unless the foreign institution has U.S. regional accreditation. The individual CSU campus may opt to give students credit for foreign coursework, but community colleges do not have that prerogative. Requests for equivalent Oxnard College course credit are evaluated on an individual basis by a counselor. This review is based upon the recommendations of the transcript evaluation service and by the appropriate college discipline.

## Credit for Military Service

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States Armed Forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. The credit allowed will be based on the recommendations specified in the Guide.

Service personnel may be allowed full advanced standing credit for college-level courses completed under the auspices of the Defense Activity for Nontraditional Education Support (DANTES) or the United States Armed Forces Institute (USAFI) as recommended in the Guide to the Evaluation of Educational Experiences in the Armed Services of the American Council on Education. Such credit will be treated in the same manner and under the same policies as allowing credit from regionally accredited colleges and universities.

Any work completed at a regionally accredited college or university by service personnel while in military service and for which the college or university issues a regular transcript showing the credits allowable toward its own degrees, will be allowed advanced standing credit toward the associate degree in the same manner as if the student had pursued the courses as a civilian.

Service personnel should be aware that other colleges and universities may have different policies concerning credit for military educational training. There is no assurance that the granting of these units by the colleges of this district will be accepted by other institutions of

higher education. Students must submit an official transcript of military coursework to the Admissions and Records Office for evaluation. Contact the Counseling Office for more information.

## Requests for Transcripts

Official transcripts are ordered online through the [my.vcccd.edu](http://my.vcccd.edu) (<http://my.vcccd.edu/>) student portal or by the link provided at [www.oxnardcollege.edu/transcripts](http://www.oxnardcollege.edu/transcripts) (<http://www.oxnardcollege.edu/transcripts/>). Students may order up to two electronic transcripts online free of charge. Costs for transcripts vary based upon the delivery method chose. Consult the college website for up to date information before your request transcripts. Expedited shipping is available for mailed transcripts. Unofficial transcripts are free and can be viewed and printed online through the [my.vcccd.edu](http://my.vcccd.edu) (<http://my.vcccd.edu/>) portal.

Same day, over the counter, official transcript orders can be made in person at Admissions & Records (with a valid photo ID) after payment is made to the Student Business Office on campus for \$15 per transcript.

Consult the college website at [www.oxnardcollege.edu/transcripts](http://www.oxnardcollege.edu/transcripts) (<http://www.oxnardcollege.edu/transcripts/>) for current pricing of the additional delivery fee and for up to date information about requesting your transcripts.

Under the Family Educational Rights and Privacy Act (FERPA), once a student is attending an institution of postsecondary education, all rights pertaining to the inspection, review and release of his/ her educational records belong to the student without regard to the student's age. Therefore, all students, regardless of age, must provide written consent for release of their transcripts. For more information, please refer to Appendix I (<http://catalog.vcccd.edu/oxnard/appendices/appendix-i/>) in this catalog, "Privacy Rights Regarding Student Records".