



OFFICE OF THE REGISTRAR CTE DUAL CREDIT TRANSCRIPTION REQUEST

greenriver.edu/enrollment • (253) 833-9111 Ext. 2500 • 12401 SE 320th St., Auburn, WA 98092
RegistrarsOffice@greenriver.edu • Fax (253) 288-3454

INSTRUCTIONS

Complete the following steps to have your high school CTE Dual Credit courses evaluated and transcribed to your Green River College transcript (CTE Dual Credit courses must have a grade of "C" or better to be eligible for transfer):

1. Apply for admissions: <https://www.greenriver.edu/students/academics/getting-started/> Once your application is processed a Green River College Student ID number (SID) will be emailed to the email account listed on your application for admission
2. Submit official high school transcript: (transcript must be in a sealed envelope from the high school) along with this form to Office of the Registrar.
3. Access your Green River student email account: www.greenriver.edu/studentemail. All further communication will only be sent to your Green River student email account.
4. Once your CTE Dual Credit courses have been evaluated and transcribed, an email will be sent to your student email account.

All incoming transcripts become property of Green River College and will not be re-released.

STUDENT INFORMATION

Name: _____
Last First M.I.

SID: _____ Daytime phone: _____

High school: _____

List ALL courses to be evaluated:

1: _____ 6: _____

2: _____ 7: _____

3: _____ 8: _____

4: _____ 9: _____

5: _____ 10: _____

STUDENT SIGNATURE:

Signature: _____ Date: _____