

## OFFICE OF THE REGISTRAR CTE DUAL CREDIT TRANSCRIPTION REQUEST

greenriver.edu/enrollment • (253) 833-9111 Ext. 2500 • 12401 SE 320th St., Auburn, WA 98092 <u>RegistrarsOffice@greenriver.edu</u> • 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: <u>https://www.greenriver.edu/students/academics/getting-started/</u> 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.
- Access your Green River student email account: <u>www.greenriver.edu/studentemail.</u> 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:	First	M.I.
Last	1 1150	WI.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:

1 of 1

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Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3359.