

## Visiting Student Documentation Guidelines

*Your transcript must be an official looking, unofficial transcript showing you meet the prerequisites to take the course(s) you are attempting to take, following the below documentation guidelines:*

### **Please make sure your transcript shows:**

- (1) School name
- (2) Your grades: there must be a letter grade. Grades lower than a C- are not accepted
- (3) Semester taken
- (4) Course information.
- (5) Your name

### **Unacceptable Documentation**

1. Transcript/student record, etc in the body of the email
2. A document that can be edited/manipulated when I open this
3. A PDF/Word document of print screen of student record/transcript
4. Screenshot of a student record /your schools' student account with school information, grades, etc.

### **Acceptable Documentation**

1. Unofficial issued by school attended (please work with your current and/or previous school(s) to retrieve this (check with your REGISTRAR for this): WITH ORIGINAL GRADES, NOT "TR" for transferred or "AP" for advanced placement (I'll need to see original AP scores).
2. PDF of official transcript/one issued by your school (Registrar)
3. **You are welcome to visit your nearest campus to meet with an Advisor or Counselor to pull up your transcript from your student account to be advised:**  
<http://www.cpcc.edu/ican/contact-us/meet-with-a-counselor-or-advisor>

To ensure proper use of time, I would advise checking for the prerequisite for the course(s) you are interested in taking at CPCC. You can view this link:

<http://catalog.cpcc.edu/curriculumcourses/> ; courses are in alphabetical order.