

# Attention: Any Student who has Credits to Transfer to OCCC. This is important!

## Requesting Transfer Credits in 4 Easy Steps

1. Submit your official transcript in a sealed envelope to Oregon Coast Community College.
2. Track PCC's receipt of your transcript by logging into my.pcc.edu and clicking on the "Transfer Credit Evaluation" link from the Home tab ("Don't wait in Line" channel). *It may take a week or two.*
3. Once your transcript displays in this link, click "Submit" to request the evaluation. Evaluations are processed in the order that the requests are received. Once your request is submitted, your transcript will disappear from this link; this means that PCC has received your request. *Evaluations take between two days and two weeks to complete.*
4. When your transfer credit evaluation is complete, you will be sent an email via MyPCC. You can review your transfer credit on your unofficial transcript by clicking the "Transcripts" link from the MyPCC Home tab. You can also look on your GRAD Plan to see how your transfer credits count towards your degree or certificate.



OREGON COAST  
COMMUNITY COLLEGE