

# EVALUATION REQUEST FORM - GENERAL INFORMATION

San Joaquin Delta College - Evaluations Office  
5151 Pacific Avenue  
Stockton CA 95207

Evaluators Email:  
evaluations-followup@deltacollege.edu

**Please read all of the following before submitting this form. Incomplete forms will be returned.**

## **What is an evaluation?**

An evaluation of your coursework will show how coursework done at other U.S. regionally-accredited colleges will be accepted at Delta College. You will receive a summary page for each transcript we have on file for you. All other transcripts from other colleges must be on file BEFORE you request an evaluation. The summary form(s) will be emailed to your student email address. You can then use these to complete any degree or certificate checklist to determine your progress.

Please note: evaluations are not intended for those students who have coursework at Delta only.

## **Other college(s) transcripts:**

All official transcripts from any U.S. college at which you earned credit for any courses must be on file **OR** submitted with this evaluation request. An official transcript is one that is still in the unopened envelope as issued by the college attended. Opened transcripts will NOT be accepted nor evaluated.

## **Course descriptions:**

Course descriptions **MUST** be submitted for all coursework for which you received a grade or credit at a **private** or **out-of-state** college, or for any courses for which the name or number has changed since the course was taken. A course description is the short statement in the college catalog which describes the course. The descriptions need to be from a catalog of the year that the courses were taken. Course descriptions can be obtained by checking the college's website or **www.collegesource.org**, or by contacting the college directly. You should have the course descriptions sent to you so that you may make a copy before you submit them.

Note: you must be using a Delta computer on campus to access [www.collegesource.org](http://www.collegesource.org)

## **Delta ID and Student Email:**

You must have an active **Delta** ID as well as a **Delta** student email address. These are given shortly after an application is put on file. All correspondence is sent to your Delta student email.

## **Foreign college's transcript(s):**

San Joaquin Delta College does NOT evaluate foreign transcripts nor give credit for foreign coursework.

## **Military Credit:**

Submit your DD 214 to Delta's Veterans Office for possible credit for your military training.

## **AP/CLEP/IB Exams:**

You may be able to use these exams toward a degree. The official transcript with test scores must be on file and you must submit a petition to use them.

## **Special Programs:**

Programs such as Radiological Technology, Speech Language Pathology Assistant, Psychiatric Technology, or Registered Nursing usually have prerequisites to get into the program. Each program verifies its own prerequisites.

## **Special Note:**

Due to the implementation of new software, evaluations of transcripts may take months.

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5151 Pacific Avenue  
Stockton CA 95207

DeRicco Student Services Building  
Email: [evaluations-followup@deltacollege.edu](mailto:evaluations-followup@deltacollege.edu)

**Completion of this section is required.**

Date _____	Date of Birth _____
Name (last,first)	
Any previous last names	
Delta ID	
Last four digits of SSN	
Address	
City _____	Zip _____
Phone(s)	
Delta email _____	@mustangs.deltacollege.edu

**Transcripts:**

List all colleges you have attended (besides Delta):

(See "Other college(s) transcripts" and "Course descriptions" on page 1)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

**Important!**

Evaluations are not intended for those students who have Delta coursework only. An evaluation is done to show how associate degree or certificate applicable coursework completed at other U.S. regionally-accredited college(s) will be accepted at Delta. All other official transcripts and any required course descriptions must be on file BEFORE submitting this request or included with it. Evaluation results are sent to your Delta College student email address so you must have an active application on file.

**What's next?**

Once an evaluation of your other transcript(s) has been done, you will receive a "Transcript Evaluation Summary" form for each transcript. This form will show how Delta will accept each associate degree or certificate applicable course that you have completed. The summary will also show the total units accepted as well as the GPA for each transcript.

Once you have the summary forms - you should then go to our webpage at [www.deltacollege.edu](http://www.deltacollege.edu). You can find the degree and certificate requirements in the online catalog.

You may also want to meet with a counselor to discuss the transcript evaluations.