



**INDIAN WELLS VALLEY**

3000 College Heights Blvd.  
Ridgecrest, CA 93555-9571  
Phone: 760-384-6100  
Fax: 760-384-6270  
TDD Only: 760-384-6110

**KERN RIVER VALLEY**

P.O. Box 3204  
Lake Isabella, CA 93240-3204  
Phone: 760-384-6395

**EAST KERN CENTER**

140 Methusa Ave.  
Edwards AFB, CA 93524-1400  
Phone: 661-258-8644  
Fax: 661-258-0651

**EASTERN SIERRA  
COLLEGE CENTER - BISHOP**

4090 W. Line St.  
Bishop, CA 93514-7306  
Phone: 760-872-1565  
Fax: 760-872-5328

**EASTERN SIERRA COLLEGE  
CENTER- MAMMOTH LAKES**

P.O. Box 1865  
101 College Parkway  
Mammoth Lakes, CA 93546-1865  
Phone: 760-934-2875  
Fax: 760-924-1627

**Tehachapi Campus**

PO Box 728  
Tehachapi, CA 93581  
Phone: 661-823-4986

**CC ONLINE**

Phone: 760-384-6175  
Fax: 760-384-6186  
Toll Free: 888-537-6932  
[www.cerrocoso.edu](http://www.cerrocoso.edu)

Dear Prospective Student,

Please complete the enclosed application for admission to Cerro Coso Community College **and return to your CDCR College Coordinator.**

Only applications received directly from the CDCR College Coordinator will be accepted. If this application is mailed to Cerro Coso, the application will be returned to you without processing.

Please review all forms carefully, and complete them in their entirety, as any missing information could result in the delay of enrollment and registration.

New students *are NOT guaranteed classes*, but we make every effort to ensure that all students are afforded the opportunity to enroll in at least one course in their first semester.

## COMPLETE ALL FORMS

## Return to the CDCR College Coordinator

See next page for description of additional forms.

If you have any questions, please contact us at (661) 395-4170 or via correspondence at PO Box 728 Tehachapi, CA 93581.

Sincerely,

Cerro Coso Community College Staff



Bakersfield College

Cerro Coso Community College

Porterville College

## Description of forms:

### ✓ **Application**

- Provide your personal information to become a student.
- Be sure to fill this out as fully as possible to avoid delays in processing.

### ✓ **Acknowledgment form**

- Provides you with answers to the most common questions.
- You will receive a copy of this signed form

### ✓ **Student Code of Conduct**

- Provides you with information on student conduct expectations
- Read and initial next to each line and sign the last page

### ✓ **Authorization to release student educational records - 2 copies**

#### – Copy 1: **REQUIRED**

This form, which is prepopulated with CDCR's information, is required for us to release information, such as grades and course enrollment information, to CDCR so that you may receive milestones. **If you do not return this form, you will not be assigned to your courses through CDCR and will not receive milestone credits.**

#### – Copy 2: Optional

We are providing you with a blank form that you may fill out with a family member's information whom you wish to authorize access to your educational records.



# APPLICATION FOR ADMISSIONS

Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555-9571

Term:  Fall  Spring  Summer

Social Security Number (Optional): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CDCR Number: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

If you had a previous legal name that was used on legal documents or education transcripts, please provide it below:

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Educational Goal (please check one):

- A. Obtain an associate degree and transfer to a 4-year institution
- B. Transfer to a 4-year institution without an associate degree.
- C. Obtain a 2-year associate degree without transfer.
- D. Obtain a 2-year career technical degree without transfer.
- E. Earn a career technical certificate without transfer.
- F. Discover/formulate career interests, plans, & goals
- G. Prepare for a new career (acquire job skills).
- H. Advance in current job/career (update job skills).
- I. Maintain certificate or license
- J. Educational development
- K. Improve basic skills
- L. Complete credits for high school diploma or GED
- M. Undecided on goal
- N. Move from noncredit coursework to credit coursework
- O. 4-year college student taking courses to meet 4-year college requirements

Gender:  Female  Male  Decline to State

### Sexual Orientation/Transgender

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students. This information is only used for summary demographic reporting. Providing this information is optional, and your responses are kept private and secure. Your responses are not available to admissions personnel and will not be used for a discriminatory purpose.

### Please indicate your sexual orientation:

- Straight/Heterosexual
- Gay or Lesbian/Homosexual
- Bisexual
- Other
- Decline to State

Do you consider yourself transgender?  Yes  No  Decline to State

### Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this data.

Are you Hispanic or Latino?  Yes  No

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Please select your race:

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Middle Eastern or North African
- White
- Other – please specify: \_\_\_\_\_
- Decline to State

**Parent/Guardian Educational Levels**

Do you have a child or children under the age of 18 who will receive more than half their support from you?

Yes  No

Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.

**Parent or Guardian 1**

- |   |   |
|---|---|
| <input type="checkbox"/> Grade 9 or less  | <input type="checkbox"/> Some high school; did not graduate |
| <input type="checkbox"/> High school graduate (diploma, GED, or equivalent)                           | <input type="checkbox"/> Some college credit; no degree     |
| <input type="checkbox"/> Associate’s degree   | <input type="checkbox"/> Bachelor’s degree                  |
| <input type="checkbox"/> Graduate degree (Master’s, Ph. D., or professional degree beyond Bachelor’s) | <input type="checkbox"/> Unknown                            |
| <input type="checkbox"/> No parent or guardian raised me  |   |

**Parent or Guardian 2**

- |   |   |
|---|---|
| <input type="checkbox"/> Grade 9 or less  | <input type="checkbox"/> Some high school; did not graduate |
| <input type="checkbox"/> High school graduate (diploma, GED, or equivalent)                           | <input type="checkbox"/> Some college credit; no degree     |
| <input type="checkbox"/> Associate’s degree   | <input type="checkbox"/> Bachelor’s degree                  |
| <input type="checkbox"/> Graduate degree (Master’s, Ph. D., or professional degree beyond Bachelor’s) | <input type="checkbox"/> Unknown                            |
| <input type="checkbox"/> No parent or guardian raised me  |   |

**High School Education**

As of the first day of the semester, I will have the following high school enrollment status:

- Not a graduate of, and no longer enrolled in high school
- Currently enrolled in adult school
- Will be enrolled in adult school and authorized to enroll in college at the same time
- Received high school diploma from U.S. school
- Passed the GED or received a High School Certificate of Equivalency
- Received a certificate of California High School Proficiency
- Received a diploma/certificate of graduation from a foreign secondary school

High school completion date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you attended high school in California for three or more years?  Yes  No

Last high school attended (please check one)

- |  |  |
|--|--|
| <input type="checkbox"/> I attended high school.           | <input type="checkbox"/> I was homeschooled in a registered homeschool organization. |
| <input type="checkbox"/> I was independently homeschooled. | <input type="checkbox"/> I did not attend high school and was not homeschooled.      |

Name of last high school attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

High school GPA (optional): \_\_\_\_.

Most recent high school English course completed (optional): \_\_\_\_\_

Most recent high school Math course completed (optional): \_\_\_\_\_

**College Education**

As of the first day of the semester, I will have the following college enrollment status:

- First-time student in college (after leaving high school)
- First time at this college; have attended another college
- Returning student to this college after absent for a main term
- Adult school student in a high school diploma or equivalency program

As of the first day of the semester, I will have the following college education level:

- No degree       Received an associate degree       Received a bachelor’s degree or higher

Colleges/Universities Attended

Please specify the number of colleges you have attended including those you are currently attending: \_\_\_\_\_

Please list the name and location of any college or university you have attended along with your approximate dates of attendance, starting with the most recent. Attach an additional page if more than three institutions.

Name of Institution Attended	Dates of Attendance: Month/Year
City	Country (if not U.S.A.)

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City	Country (if not U.S.A.)

**Citizenship/Military**

Citizenship Status

**\*\*REQUIRED\*\* Please check one. Failing to answer citizenship questions will result in delays to your enrollment.**

- U.S. Citizen
- Permanent Resident\*
- Temporary Resident/Amnesty\*
- Refugee/Asylee\*
- Student Visa (F-1 or M-1)\*
- Other
- No Documents

\*Visa Type: \_\_\_\_\_ \*Alien Registration Number (if applicable): \_\_\_\_\_

\*Visa Issued Date: \_\_\_\_\_ \*Visa Expiration Date: \_\_\_\_\_

Military Status

As of the first day of the semester, I will have the following U.S. military status:

- Currently active military
- Currently in Reserves or National Guard (non-active)
- Served in the U.S. Military (active or reserve) discharged within the last year
- Served in the U.S. Military (active or reserve) discharged over a year ago
- Dependent, spouse, or child of currently active military
- None apply to me

Military State of Legal Residency: \_\_\_\_\_

Military Home of Record: \_\_\_\_\_

Are you currently stationed in California?  Yes  No

**Residency**

**\*\*REQUIRED\*\* Please check one. Failing to answer residency questions may result in delays to your enrollment.**

Have you lived in California continuously for at least the last two years?  Yes  No

If No, when did your current stay in California begin? \_\_\_\_\_

Have you ever been in court ordered Foster Care?  Yes  No

**Out-of-State Activities**

- I paid taxes outside of California.  Yes  No  
If Yes, what year? \_\_\_\_\_
- I registered to vote outside of California.  Yes  No  
If Yes, what year? \_\_\_\_\_
- I declared residency at a college or university outside of California.  Yes  No  
If Yes, what year? \_\_\_\_\_
- I filed for a lawsuit or divorce outside of California.  Yes  No  
If Yes, what year? \_\_\_\_\_

**Needs & Interests**

*The information you provide in this section will not be used in making admissions decisions and will not be used for discriminatory purposes.*

- Are you comfortable reading and writing in English?  Yes  No
- Are you interested in receiving information about money for college?  Yes  No
- Are you receiving TANF, SSI, or General Assistance?  Yes  No
- Are you interested in participating in a sport while attending college?  
 I am interested in one or more sports, including the possibility of playing on an intercollegiate team.  
 I am interested in intramural or club sports, but not in playing on an intercollegiate team.  
 I am not interested in participating in a sport (beyond taking P.E. classes).

*Note: your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units. **\*\*Cerro Coso Community College does not currently offer team sports for our incarcerated students. \*\****

Please select the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic counseling/advising                  | <input type="checkbox"/> Basic skills (reading, writing, math)             | <input type="checkbox"/> CalWorks                             |
| <input type="checkbox"/> Career planning                               | <input type="checkbox"/> Child care  | <input type="checkbox"/> Counseling – personal                |
| <input type="checkbox"/> ESL – English as a Second Language            | <input type="checkbox"/> Health services                                   | <input type="checkbox"/> Housing information                  |
| <input type="checkbox"/> Employment assistance                         | <input type="checkbox"/> Online classes                                    | <input type="checkbox"/> Re-entry program (after 5 years out) |
| <input type="checkbox"/> Scholarship information                       | <input type="checkbox"/> Student government                                | <input type="checkbox"/> Testing, assessment, orientation     |
| <input type="checkbox"/> Transfer information                          | <input type="checkbox"/> Tutoring services                                 | <input type="checkbox"/> Veterans services                    |
| <input type="checkbox"/> DSPS – Disabled Student Programs and Services | <input type="checkbox"/> EOPS – Extended Opportunity Programs and Services |   |

Do you currently receive any type of assistance listed below? Check all that apply.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Food Stamps                            | <input type="checkbox"/> General Assistance           | <input type="checkbox"/> HUD Section 8 Housing Assistance |
| <input type="checkbox"/> Medi-Cal/Medicaid                      | <input type="checkbox"/> Supplemental Security Income | <input type="checkbox"/> Other economic/public assistance |
| <input type="checkbox"/> Temporary Assistance to Needy Families |   | <input type="checkbox"/> None of these                    |
| <input type="checkbox"/> I am a displaced homemaker             | <input type="checkbox"/> I am a single parent         | <input type="checkbox"/> I am none of these               |

**Consent**

*I authorize the Chancellor’s Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, request a copy of the Privacy Policy.*

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;*
- To data matching services to measure student success in transferring to four-year colleges or universities;*
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;*
- To the California Student Aid Commission to facilitate the award of financial aid; and*
- To organizations or agencies assisting the Chancellor’s Office or the community colleges you attend with research and analysis.*

*I authorize the Cerro Coso Community College Admissions & Records team to create an OpenCCC account on my behalf, which I will have access to after release if needed, in accordance with the California Community Colleges Chancellor’s Office directive.*

Signature

Date



Student Name (Last, First)	Cerro Coso Student ID#
Facility CCI	CDCR

Please initial next to each statement after reading:

- Grades are issued at the end of each semester term, regardless of the course end date. *This means, should a course end prior to the semester end date, the grade for that course will not be officially issued until the semester term ends.* Grades and grade points are earned in each course on a semester basis and the student’s level of achievement is recorded on their permanent transcript. \_\_\_\_\_
- An evaluation of submitted transcripts can be requested at the counseling office of the student’s local campus. Evaluations made and credits allowed by Cerro Coso Community College are subject to review and evaluation by any college or university to which a student may transfer. \_\_\_\_\_
- A petition to graduate must be completed and approved for any degree completion. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided. The petitioning student must file a petition at the beginning of the semester in which all requirements will be completed. \_\_\_\_\_
- Cerro Coso Community College is not responsible for milestone credits. Cerro Coso Community College works with college coordinators to issue grades. CDCR is responsible for milestones. \_\_\_\_\_
- Should a student need to drop a course, it is the student’s responsibility to request the course be dropped. A student who drops a course prior to the 3rd week or first 20% date will avoid notation of the course on the student’s permanent record. A student may drop a course and receive a “W” up to and including the last day of the 10th week of instruction or the first 60% of the term, whichever is less. Drop dates for short-term and summer courses vary. Check with the instructor for specific dates. \_\_\_\_\_
- An Authorization to Release Student Educational Records “FERPA” is required for any outside party to obtain student information. Grade and enrollment information will not be released to CDCR without this signed form. Additionally, the student is responsible for completing an additional FERPA for any family member or associate the student wishes to have access to student records. \_\_\_\_\_
- Academic honesty is required of all students. Plagiarism and Cheating are defined in the college catalog and I may request a copy of the catalog through Cerro Coso Community College. \_\_\_\_\_

I acknowledge and understand the above information:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature







Please read, initial, and sign to acknowledge your understanding of the Cerro Coso Student Code of Conduct (front and back).

Since public education is furnished by the people, it is a *privilege*. The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses, requires that student conduct must reflect the standards of appropriate behavior as defined in pursuant the Education Code. Examples of inappropriate behavior include, but are not limited to:

- \_\_\_\_\_ Abuse of and/or tampering with the registration process.
- \_\_\_\_\_ Persistent or gross acts of willful disobedience and/or defiance toward College personnel.
- \_\_\_\_\_ Assault, battery, or causing, or attempting to cause, or threatening to cause physical injury to a student or District employee.
- \_\_\_\_\_ Verbal abuse of a student or College employee. This includes, but is not limited to: defamation, obscenity, or “fighting words.”
- \_\_\_\_\_ Willful misconduct that threatens the health or safety of an individual or which results in injury or death to a student or District personnel at an event sponsored or supervised by the College.
- \_\_\_\_\_ Theft of or damage to the property of the College, another student, or staff.
- \_\_\_\_\_ Interference with the normal operations of the College (e.g., disruption of teaching and administrative functions, or College activities, including its public service functions).
- \_\_\_\_\_ Forgery, falsification, alteration, or misuse of College documents, records, or identification.
- \_\_\_\_\_ Dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to the College and its officials.
- \_\_\_\_\_ Disorderly, lewd, indecent, or obscene conduct.
- \_\_\_\_\_ Extortion.
- \_\_\_\_\_ The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, or possession of, or offering, or negotiating the sale of any drug or drug paraphernalia in class or at any college event.
- \_\_\_\_\_ Failure to comply with directions of College officials, faculty, staff, or correctional officers who are acting in performance of their duties.

\_\_\_\_\_ Harassment (verbal or physical or sexual) of any student or member of the College community. (Harassment is defined as an activity which causes substantial emotional distress and serves no legitimate purpose.)

\_\_\_\_\_ Engaging in discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, sexual orientation or any other status protected by law.

\_\_\_\_\_ Intimidating conduct or bullying (including cyberbullying) against another student or District personnel.

\_\_\_\_\_ Abuse of computer resources.

\_\_\_\_\_ Assisting another person, or soliciting another person, in any of the offences listed in numbers 1 through 26 of this policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cerro Coso Community College  
A Campus of Kern Community College District

## AUTHORIZATION TO RELEASE STUDENT EDUCATIONAL RECORDS

"Statute: FERPA provides that an agency or institution may not have a policy or practice of disclosing personally identifiable information from education record.; without the "written consent: of the student or parent ... " Federal Register- Family Education Rights and Privacy Act 20 I.J.S.C. 1232G(BX I).

<b>Section A - Student Information</b>			
Name (last, first, middle initial) - PRINT	Student ID Number		
	Date of Birth		
Home Address (street, apartment number, city, state, zip code)	CDCR Number		
<b>Section B - Third Party Designee Information</b>			
Name (last, first, middle initial) - PRINT <b>California Correctional Institution (CCI)</b>	Relationship to Student <b>CDCR</b>		
Home/Business Address (street, apartment number, city, state, zip code) <b>PO Box 1031, Tehachapi, CA 93561</b>	Daytime Phone Number		
<b>Section C - Student Certification</b>			
<p>I, _____, hereby authorize the release of records and/or personal information therein. The only type of information that is to be released under this consent is:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Transcript  <input type="checkbox"/> contact instructor  <input type="checkbox"/> all records  <input type="checkbox"/> enrollment verification  <input type="checkbox"/> financial aid records  <input type="checkbox"/> other (specify) _____             </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> degree verification for employment or admission to other schools  <input type="checkbox"/> degree verification for milestones to CDCR facility (if authorized, Cerro Coso Community College can release your official transcript with degrees awarded to CDCR for the processing of milestones.)             </td> </tr> </table>		<input type="checkbox"/> Transcript <input type="checkbox"/> contact instructor <input type="checkbox"/> all records <input type="checkbox"/> enrollment verification <input type="checkbox"/> financial aid records <input type="checkbox"/> other (specify) _____	<input type="checkbox"/> degree verification for employment or admission to other schools <input type="checkbox"/> degree verification for milestones to CDCR facility (if authorized, Cerro Coso Community College can release your official transcript with degrees awarded to CDCR for the processing of milestones.)
<input type="checkbox"/> Transcript <input type="checkbox"/> contact instructor <input type="checkbox"/> all records <input type="checkbox"/> enrollment verification <input type="checkbox"/> financial aid records <input type="checkbox"/> other (specify) _____	<input type="checkbox"/> degree verification for employment or admission to other schools <input type="checkbox"/> degree verification for milestones to CDCR facility (if authorized, Cerro Coso Community College can release your official transcript with degrees awarded to CDCR for the processing of milestones.)		
<p>I acknowledge that this release to remain in effect (check one)</p> <p><input type="checkbox"/> from _____ to _____</p> <p><input type="checkbox"/> from _____ and until I submit a notification in writing revoking my authorization.</p>			
<p>_____</p> <p>Student's signature</p>	<p>_____</p> <p>Date</p>		
<b>OFFICIAL USE ONLY: This area is to be used to make notes of items discussed/distributed.</b>			





Semester (circle one): Fall  
Spring  
Summer: \_\_\_\_\_  
Year

Tehachapi

Owens Valley

### Student Inquiry Form Incarcerated Student Education Program

This form is for all Student Requests for Information that are beyond specific course material in face-to-face classes.  
**You must be a registered student with Cerro Coso Community College to use this form.**

**Completely fill out this form!**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ CDCR # \_\_\_\_\_ Major(s): \_\_\_\_\_

Prison/Yard: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

**Follow these steps & submit form to the college coordinator or Cerro Coso inbox. \*Incomplete forms will be denied\*:**

1. COMPLETELY fill out this form.
2. Clearly indicate (by checking the appropriate box) which area your question is directed. If it covers more than one area, check the box with the most pressing issue.
3. Please be patient for a response.

**NOTE: Do not submit this form for registration sign up, those are pre-planned event dates.**

Please check a box below and explain with **DETAIL** the reason for your inquiry (additional room on the back of this form):

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Request a Student Education Plan, which includes transcript evaluation.

1-Cerro Coso MUST be in possession of all transcripts if you have attended another college(s).

2-Must list Major(s) for education plan: \_\_\_\_\_

Transcripts (select options below):

Need transcripts (request form)      Question regarding transcripts received      Request transcript evaluation

Petition to graduate form needed. List semester intending to graduate: \_\_\_\_\_

Request for missing grade or grade report (Class Name and Semester): \_\_\_\_\_

I would like to continue with Cerro Coso (online or on campus) upon release - Date if within 6 months: \_\_\_\_\_

Other, please write in your DETAILED request using the box above



# Official Transcript Request

Attn: Admissions Office

Please Complete All Fields – Print Clearly

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Student Information

Name: \_\_\_\_\_

Last

First

Middle

Previous Last Name(s) if any: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID Number (if known): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send record now

Send after current semester grades are posted

Send after degree is posted

Please send an official copy of my transcript to:

Cerro Coso Community College, ISEP

PO Box 728

Tehachapi, CA 93581

*If you are unable to process an official transcript for this student, please include an unofficial transcript in its place. If your institution is unable to process the request utilizing this form, please send the appropriate form for the student.*



## ISEP Transcript Request Form

1. **Students can request a maximum of 5 official transcripts.** 2 copies can be provided to the student, and 3 copies can be provided to other recipients (for example, other colleges or universities).
  - a. Students who do not require official transcripts may request an unofficial copy for their records. (This form is only to be used to request official transcripts.)
2. All transcripts are mailed regular U.S. Postal Service or sent electronically to participating institutions.
3. Requests being held for current semester grades and/or degrees will be processed approximately one month after the end of the semester.
4. Transcript orders will not be processed without the signature of the student.

### **Please Complete All Fields – Print Clearly**

Name: \_\_\_\_\_  
Last First Middle

Previous Last Name(s) if any: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

CDCR ID Number: \_\_\_\_\_ Student ID Number: @ \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send record now

Send after current semester grades are posted

Send after degree is posted

Include CSU or IGETC Certification (**may delay processing**)

Please include **full mailing address** with city and zip code to ensure accurate processing of your transcript order.

Mail to:  OVCC  CAC  CCI  Other

Enter mailing address here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check here if you are requesting electronic delivery (**only available for delivery to participating schools**):

#### **FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Technician Initials: \_\_\_\_\_