



Update to Academic Record

Please complete and submit this form to Admissions and Records for Evaluator review, update or correction to your academic record. Please allow 3-5 business days for processing. You will receive email notification once your request has been reviewed.

Last Name	First	Student/Surf ID#
Email Address	Date of Birth	Phone#

Submit this form and supporting documentation to the Admissions and Records Office.

1. In person: Oceanside Campus (Building 3300) or San Elijo Campus (Administration Building)
2. Mail to: ATTN: Admissions and Records Office • 1 Barnard Drive • Oceanside, CA 92056
3. Fax to: (760) 795-6626

If you are requesting a grade adjustment due to repeating a course at another institution, official transcripts will be required.

- Official Transcript on file**
- Official Transcript attached** *(must be in a sealed envelope to be considered official)*

MCC Course	Term/ Year taken	Grade Earned	Institution where course repeated	Course	Term/ Year taken	Grade Earned
<i>(ex: ENGL 100)</i>	<i>(ex: SP/11)</i>	<i>(ex: D)</i>	<i>(ex: Palomar College)</i>	<i>(ex: ENG 100)</i>	<i>(ex: FA/15)</i>	<i>(ex: A)</i>
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Student Signature	Date
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FOR OFFICE USE	
Evaluator Notes:	Evaluator:
	Date processed:
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied