

## Transfer of credits from another college

Students who wish to transfer credits from another college to MCC must provide official transcripts and declare a program of study so the incoming transcripts can be evaluated against the requirements for that program or degree. To mail official transcripts for evaluation, contact the school and have the transcript sent to:

Metropolitan Community College  
Attn: Records office  
P.O. Box 3777  
Omaha, NE 68103-0777

Students may also hand deliver an official transcript from another institution to the Records office on the Fort Omaha Campus, Building 30 or to an advisor or counselor at any location. The transcript must be in a sealed envelope from that institution.

Transcripts are required once students have met with an advisor and declared a major. For advisement questions, call 402-457-2400 to speak with a call center advisor or to schedule an appointment with an advisor.

Transcripts are typically evaluated on a course-by-course basis, so this evaluation cannot be done via email or over the phone. Courses not offered by MCC are not transferred in, nor are courses that are less in credit/quarter hours than the courses offered at MCC.

The following parameters are used to evaluate transcripts.

- Institution must be accredited (MCC is accredited by the North Central Association of Colleges and Schools and the Commission on Institutions of Higher Education)
- Course content must be similar to MCC's
- Grade of C or better must have been received
- Credit hours must be equal
- Courses are evaluated based on the program of study and general education requirements

If students change their academic program, a re-evaluation may be requested by completing a re-evaluation form. Visit [www.mccneb.edu/sos/records/transreeval.asp](http://www.mccneb.edu/sos/records/transreeval.asp) for the form.

*NOTE: Due to content being regularly updated for the following courses, non-MCC courses are only accepted if they have been taken within a specific time frame. For INFO 1001, HIST 1020 and HIST 1120, courses need to have been taken within five years from the current catalog year.*

Once transcripts are evaluated, postcards are sent to students informing them of the results. Students may also log onto their My Services account to view this information (under academic profile, unofficial transcripts).