

# Transfer Credit | College Transcript FAQs

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## What are official college transcripts?

A college transcript is considered **OFFICIAL** when your previous college sends it directly to MPTC. You must contact your previous college and request that the registrar's office send an official copy of your transcripts. There is usually a small fee involved for that service. (Many colleges use a transcript processing service, such as [Parchment](#), to send and receive transcripts.)

When ordering transcripts, do **NOT** have them sent to yourself before submitting to MPTC. In order to be awarded transfer credit, your transcript must be delivered directly to MPTC from your previous college.

## Am I required to submit official transcripts as part of MPTC's application process?

College transcripts are not a required part of MPTC's application for admission. However, we encourage you to submit your previous college transcripts so we can **award transfer credits** (for free) for any courses that might fulfill requirements in your MPTC program of study.

Submitting your previous college transcripts could save you time spent in the classroom and money spent on tuition and fees. You could even waive some admission requirements if you meet the following criteria:

- Successful completion of **English Composition** (minimum grade of "C" or better) waives the reading and writing placement test requirements.
- Successful completion of **College Level Math** (minimum grade of "C" or better) waives the math placement test requirements.
- **Completion of an Associate's Degree or higher** waives all placement test requirements and also waives the requirement to submit a high school transcript.

## Do I need to submit my previous MPTC transcripts?

If you previously took courses at MPTC, that information is already part of your student record. Please do not order or submit official MPTC transcripts.

## I attended several different colleges. Which transcripts should I send?

If you have college credit at more than one college, you must submit an official transcript from **each college**.

If you previously attended MPTC and submitted college transcripts at that time, you do NOT need to resubmit them as long as you haven't taken any additional courses since that time. If you are unsure, please contact MPTC's [CPL Specialist](#) for help determining which transcripts MPTC has on file and whether updated copies of your transcripts are needed.

## How do I get credit for college courses I took in high school?

College credit is available for coursework completed in high school as long as the courses were sponsored by a college or university and you took the course for college credit.

If you completed courses through **MPTC's Start College Now** or **Dual Credit** programs, you do not need to submit additional transcripts as those courses are already a part of your MPTC Student Record.

If you completed college courses in high school that were sponsored by another college or university, an official transcript from the school sponsoring those courses is needed to award credit.

## I am taking courses at another college right now. When should I submit those transcripts to MPTC?

Current college students should wait and request their transcripts be sent to MPTC once all current coursework is completed and grades have been reported (usually at the end of each semester).

## Who should I contact if I have additional questions?

- If you have questions about your college transcripts, or how to transfer credits to MPTC, please email our [Credit for Prior Learning Specialist](#) or call 920-924-3215, TTY/VP: Use Relay/VRS
- Learn more about [Transferring College Credit to MPTC](#).
- Learn more about other [Credit for Prior Learning Opportunities](#).
- View the [College Catalog | Transfer Credit Policy and Procedures](#).