

Pre-Admission Transcript Evaluation

If you have taken any of the following courses at a college or university **outside of the Virginia Community College System (VCCS)** and are unsure if they will transfer to PVCC to satisfy a prerequisite or general education for your desired program.

You will need to do the following:

1. Apply to PVCC through our online portal
2. Email Admissions and Advising (admissions@pvcc.edu) to request a pre-admission evaluation including the following information:
 - a. Full name and PVCC ID number
 - b. Program(s) you are applying to and desired application cycle (ex. Fall 2024)
 - c. Full name and city/state of the colleges up for review
 - d. Unofficial transcripts to have reviewed (do not include if within the VCCS)
 - i. Please make sure all grades and courses are legible.
 - ii. Highlight the courses up for evaluation.
 - iii. Your name and graduation dates should be visible.

Please note: This review does not guarantee the transfer of courses from an outside college or university to PVCC. This process is for application use only. Omitted information in your email request will delay your evaluation return time.

3. Once this request sent, you will receive a confirmation email that is has been submitted. From point of confirmation, you will be emailed your evaluation results within 5 business days. Consider this timeline in comparison to your application deadline.

Once a student has gained admission to the program, they must do the following:

1. Complete an official Transcript Evaluation Request Form through the PVCC Registrar's Office to confirm that all prerequisite and general education course requirements are met. More information can be found here:
<https://www.pvcc.edu/transcript-evaluation>

Please note: Once admitted if it is determined that a general education course taken at an outside college or university does not meet PVCC transfer requirements, the course may need to be repeated to satisfy the degree.