Santa Monica College Counseling Department

EVALUATION OF EXAM SCORES AND/OR COURSEWORK COMPLETED AT OTHER U.S. INSTITUTIONS

PREREQUISITE WAIVERS (SEE BACK)

If you have completed courses at other institutions and/or AP/IB/CLEP exams, a counselor must evaluate them in order to determine appropriate course recommendations at SMC.

In order to initiate the evaluation of coursework from other U.S. REGIONALLY ACCREDITED institutions and exam scores, please review the instructions below:

Step 1: BEFORE YOU SEE A COUNSELOR, FIRST GATHER THE FOLLOWING INFORMATION:

- A paper copy (can be unofficial*) of all your college transcript/s and/or exams to be evaluated. Student name, college name and courses must be listed on the transcript of the college where they were completed, and test results must be copies of original score reports*.

- Course descriptions for each college course completed. Simply copy and paste course descriptions on a Word document. Online college catalogs with course descriptions are generally available on the university/college or departmental websites. You may also get descriptions from College Source (see the back of this sheet for instructions). For courses completed at California community colleges, only copies of transcripts* are necessary for the evaluation.

- A course syllabus for English composition courses completed at non-California community colleges may be required in order for the evaluation to be completed. A counselor can advise you about whether this will be necessary.

*Official transcripts and/or exam scores must be on file in the SMC admissions office for SMC to certify evaluation decisions.

Step 2: SEE A COUNSELOR TO INITIATE A TRANSCRIPT AND/OR EXAM SCORE EVALUATION:

- Make an appointment to see a counselor (310.434.4210) or sign up for drop-in counseling (EVALUATION CANNOT BE DONE IN EXPRESS COUNSELING).

- Be prepared – Make sure that you bring your unofficial transcript/s, course descriptions and/or exam results to your meeting with counselor. For evaluations, the counselor will need to know which evaluation you are requesting: IGETC (for UC or CSU transfer), CSU GE, or AA degree. It is generally not possible to evaluate for more than one educational objective in a single counseling session.

- Bring a list of your questions when you meet with the counselor.

- Be patient, as the evaluation process is complex and may require additional follow-up meetings.
The following courses at SMC require a prerequisite waiver before students can enroll: All Math courses, English courses, ESL 11A, 11B, 21A, 21B, Chemistry 11, 12*, 21*, 22*, 24* (non-math prerequisites), Anatomy 1, Microbiology 1**, Physiology 3**, Biology 21, 22**, and 23**, Physics 7, 9, 22, 23, 24* (non-math prerequisites). Note that if you take the SMC assessment exam for Math or English, or the Chemistry 10 challenge exam for Chemistry 11, you may subsequently enroll in the course(s) which correspond(s) with your placement results.

* Chem 12, 21, 22, 24 and Physics 7, 9, 22, 23, 24 course prerequisite waivers can only be granted by the Physical Sciences Department - Science Room 258 (course descriptions and copies of transcripts are required)

**Microbiology 1, Physiology 3, Biology 22 and 23 course prerequisite waivers can only be granted by the Life Sciences Department - Science Room 258 (course descriptions, copies of transcripts and course syllabi are required)

Prerequisite waiver requests can also be submitted to the Life Sciences and/or Physical Sciences department by e-mailing Life and Physical Sciences department administrative assistant Ingrid Cardwell at: cardwell_ingrid@smc.edu. You must include scanned copies of your transcript(s), course description(s) and for Life Science course prerequisite waivers, a course syllabus with your e-mail request. For other courses that include a prerequisite, it is recommended that you be prepared to provide evidence of successful completion of the prerequisite on the first day of class (ex. transcript, grade report)

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**Need Course Descriptions for Courses Taken at Another College? Use CollegeSource**

- From Campus: go directly to the CollegeSource website: www.collegesource.org, then follow the Navigating CollegeSource instructions below.
- From Home: Log onto your “Corsair Connect” account first, then:
  - Click on “All Databases.”
  - Select “CollegeSource Online,” and follow the Navigating CollegeSource instructions below.

**Navigating CollegeSource**

- Once on the CollegeSource site, search for the college you attended.
- Click on the PDF icon to get a list of available catalogs. Then click on the catalog corresponding to the year when you took the course (or as close as possible)
- Click on “College Programs” or “Course Descriptions”. (The catalog location in which you find course descriptions may differ from college to college, so you may have to search a little to find them).