Request for Transcript Additions

For recognition of involvement in campus organizations and/or recognition of awards and scholarships received while enrolled in classes at Moorpark College.

Students may add up to five college recognitions to their transcript. These additions will appear on your existing Moorpark College transcript. Please return the completed, signed form to the Student Activities Office in the Campus Center, Room #153.

Student Information

Name: _____   Student 900 #: _____

Phone #: (_____)_____   Email: _____

Transcript Addition Request(s)

Students may list up to five (5) campus recognitions on their transcripts, which will appear toward the top of their transcripts, above the students' first semester enrollment and grades. Each line can be no more than 48 characters total (including spaces). If your entry fails to meet this character count, it will be abbreviated as seen fit by the Moorpark College Admissions & Records office. Questions can be directed to MCRecords@vcccd.edu.

Term of service 10 characters max	Service or leadership role 38 characters max, including spaces	Advisor/Professor signature Verifying addition is correct
Sample: Spring 2018	**Sample:** Business Student Association President	**Sample:** *Steve Jobs*

Applicant's Signature: _____   **Date:** _____
By signing, you acknowledge that the information you have provided above is accurate and truthful.

Student Activities Signature: _____   **Date:** _____
Signature needed if student is seeking to add club or other leadership involvement on transcript.

ACCESS Coordinator Signature: _____   **Date:** _____
Signature needed if seeking to add note-taking or similar service on transcript.

Please allow two (2) weeks for the MC Admissions & Records Department to process this request.