Official Transcripts

Students must submit official transcripts from all colleges and universities attended. The official transcript must be in paper format, in a sealed envelope. Electronic transcripts are not accepted.

1. Submit Official Transcripts:
   - Students are responsible for requesting official transcripts from each institution attended.
   - Opened, faxed, or emailed transcripts are not considered official.
   - Transcripts are only valid up to one year after issuance.
   - Transcripts should be submitted to the District Office at:

   San Diego Community College District
   Attn: Student Services
   3375 Camino Del Rio South, Suite 100 San Diego, CA 92108

2. Request Transcript Evaluation:
   - Once transcripts are received and processed by SDCCD, students must request a transcript evaluation through the Counseling Department or the Evaluations Office.
   - Before requesting a transcript evaluation, please confirm first that your transcripts have been received and processed by calling our District’s Student Transcript Office at 619-388-6924.

For full-details on the evaluations processes and services, please visit the Evaluations website sdmesa.edu/evaluations

Connect with the Evaluations Team!

Evaluations Office
Student Services Building, 3rd Floor, I4-306
619-388-2680
MesaEvaluations@sdccd.edu
sdmesa.edu/evaluations

Hours:
Monday - Thursday
8:00 a.m. - 6:00 p.m.
Friday
8:00 a.m. - 3:00 p.m.

Follow us on:
@SDMesaTCE
Evaluations Services

- Apply for Graduation (if earning a degree or certificate at Mesa)
- Assist with the Commencement Ceremony registration
- Request for General Education Certifications (CSU & IGETC)
- Submit & Process Official Transcripts
- Request Official Transcripts
- Petition for Academic Renewal by Course Repetition and without Course Repetition
- Petition for Modification of Major Requirements
- Petition for Exception to Course Repetition Policy
- Receive Certificate of Performance
- Apply for Credit by Examination
- Receive Credit for Standardized Test (AP, CLEP, DANTES, and IB exams)
- Receive Credit for Military Experiences

Apply for Graduation

Are you earning an Associate’s Degree and/or Certificate of Achievement?

Please remember to apply for graduation by your deadline* on your MySDCCD portal (myportal.sdccd.edu) under the “My Academics” tab.

| Important Deadlines for Applying for Graduation: |
| July |
| Summer graduate application deadline. |
| October |
| Students transferring to a CSU in spring and completing an associate degree for transfer (ADT). |
| November |
| Fall graduate application deadline. |
| February |
| Students transferring to a CSU in the upcoming fall and completing an associate degree for Transfer (ADT). |
| March |
| Deadline to ensure your name will be included in the annual commencement program. |
| April |
| Spring graduate application deadlines. |

Graduation vs. Participating in Commencement

Graduation

Graduation is the term in which you have officially and successfully completed all of your graduation requirements. You must apply for the term (fall, spring, or summer) in which you plan to graduate through your MySDCCD portal. Once final grades are posted, your record will be evaluated and your diploma will be sent to you via mail to the address you have on file.

Commencement Ceremony

The commencement ceremony is the end of year celebration in May for students who have completed or are expected to complete their degree/certificate requirements in Spring or Summer. Students that completed their graduation requirements in the prior Fall or Summer semesters may also participate in the May commencement ceremony. Students do not receive their diplomas at the commencement ceremony. Confirmation of degree completion takes place once official grades are posted.

*Please visit the Evaluations website to review the exact dates of graduation

Meet with a Counselor to discuss any academic petitions applicable to you

More information: sdmesa.edu/commencement