

Here are the steps for Transferring Courses to PVCC (for those of you who took AGECE credits through another college such as Rio, SCC, etc. and need to transfer them back to PVCC to have your AGECE block certified). Even if you do this you will still need to request both transcripts from PVCC as well as the other college to send to the University.

- Go to my.maricopa.edu
- In your student center, under **Academic History**, click on the drop down menu, select Official Transcript.
- At the top, select the college from which the transcript will be sent (Mesa CC, Scottsdale, Rio Salado, Estrella Mountain, etc.)
- Scroll down, select **Immediate Processing**, Quantity 1
- For Recipient Information, select **Institution**
- Click on the hour glass to find and select Paradise Valley Community College
- Use the hour glass to enter **location**
- Click submit Your class information will then be sent to PVCC. The course credit will be counted on your transcript toward AGECE, certificate, or degree completion, however the grade earned will not be calculated in your PVCC GPA
- Transcripts from MCCCD colleges to MCCCD colleges have no charge. All other transcripts are charged \$5 per copy.

Here are the steps for Transferring Courses from PVCC (sending transcripts to the University)

- Go to my.maricopa.edu
- In your student center, under **Academic History**, click on the drop down menu, select Official Transcript
- At the top, select the college from which the transcript will be sent (PVCC)
- Scroll down, select **Immediate Processing**, Quantity 1
- For Recipient Information, select **Institution**
- Click on the hour glass to find and select the University or College of your choice
- Use the hour glass to enter **location**
- Click submit
- Always verify receipt at the institution your transcript is being sent to.
- Transcripts from MCCCD colleges to MCCCD colleges have no charge. All other transcripts are charged \$5 per copy.