FALL 2025 EVALUATOR UPDATE:

DIVISION OF WORK

Evaluator	Alpha Split	
Hortensia Sanchez	A-E	- Grad petitions - ADT Grad petitions - Prior College Credit (PCC) Evals - Military Affiliated transfer credit entry
Manuel Acero	F-K	- Grad petitions - ADT Grad petitions - Prior College Credit (PCC) Evals (Regular)
Stephanie Tatekawa	L-O	- Grad petitions - Prior College Credit (PCC) Eval (Regular) - Prerequisites - GE Certifications
Lindsey Bollerud	P-Z	- Grad petitions - ADT Grad petitions - Prior College Credit (PCC) Eval - Military Affiliated transfer credit entry
Destiny Costilow	A-Z	- Prerequisites & Challenges - Grad Database entry Petitions - GE Certifications - Parchment duplicate request - Adult HS Petitions - Noncredit Certificates - Continuing Education For Couse Substitution Petitions

Operations Supervisor	Alpha Split	
Karen Wong	A-Z	- Academic Renewal - Update to Academic Record - Cal Grant GPA Verifications - BS Bioman program applications - BS Bioman Grad Petitions - Nursing program applications

QUESTIONS/INQUIRIES

To provide the best service to you, we ask that you please email evaluations@miracosta.edu to submit TES course equivalency requests (2-3 course limit), check the status of a PCC Evaluation, or have other general inquiries.

FALL 2025 EVALUATOR UPDATE:

GRADUATION PETITION
The petition to graduate has been updated. It is now one form for all associate, bachelor, or certificates request. Students can fill out multiple majors and certificates in one form. Adobe form is on the website: Graduation Petition

PCC EVAL REQUESTS
The processing time for Priority Evaluations is 2-4 weeks and for non-Priority Evaluations is 6-8 weeks. *Please note that during this time of training, the PCC evaluations *may* go a few days beyond this timeline. Once we have fully trained staff, this timeframe will decrease.

Prior College Credit Evaluation Requests are now submitted through the SharePoint Portal online, where you can submit and track the progress of your evaluation requests.

How to Submit a Prior College Credit (PCC) Evaluation
- Click on the + sign on the top right-hand side of the web page
- Fill out the student information, education, type of evaluation, and any comments.
- Click the Submit button at the top of the page.

GRADUATION PETITION PROCESSING TIMELINE
Fall Graduation Petitions will be evaluated by the end of Fall term. Students will be contacted by email once their graduation petition has been processed.
Posting of Degrees/Certificates: After final grades have been verified, we will post the Degrees & Certificates to transcripts. Students will receive an email once their degree/certificate is posted & can be viewed by logging onto SURF and viewing their unofficial transcript. This takes place at the beginning of January after returning from winter break.
Certificates and Diplomas are printed and mailed via Parchment.

PARCHMENT DEGREES AND CERTIFICATES
Degrees and certificates are printed and mailed by Parchment. Students are notified via email once their degree is ready to be mailed; students have 72 hours to log-in and update their mailing address, if needed. This email also contains a link to the student's digital diploma. Students may order replacement degrees and certificates from previous semesters through Parchment for $10.00 each.

AP SCORES
most AP scores are now received electronically. Electronic scores are not uploaded to ILINX, but they can be viewed in MyEdPlan, as well as in PeopleSoft via Academic Test Summary, Test Results or Test Credits – Automated pages. AP equivalencies are also on the unofficial transcript under Credit for Prior Learning. Old AP scores may be in ILINX on a paper transcript.