



Update Request Form

Students who have completed at least 10 credits with a 2.0 or higher GPA at Pierce College may request for military credits (JST, CLEP, DSST) to be officially included on your Pierce College transcripts.

Please fill out this form and return to miladvising@pierce.ctc.edu. Forwarding your update request to any other email address may result in a delay in processing.

NAME: _____ SID: _____

LAST 4 OF SOCIAL SECURITY NUMBER: _____ PHONE: _____

ANY PREVIOUS NAMES: _____

E-MAIL ADDRESS: _____

TRANSCRIPTS TO BE EVALUATED: _____

(please ensure that official transcripts have been received, otherwise they will not be included)

SIGNATURE: _____ DATE _____

Update requests are completed within 2-3 weeks. You will receive an e-mail confirming the evaluation of your credits and when to expect credits to be added onto your Pierce College transcript record. At that time, you may request for an official transcript by submitting a Transcript Request Form or an unofficial transcript by logging on to www.pierce.ctc.edu/SOS under Grades and Transcripts and entering your SID and Password (date of birth).

Administrative Use Only (Initial and Date): _____

Completed: _____

Logged: _____

Scanned:

Emailed: