

TES Process & CollegeSource Training Spring 2023

San Mateo Community College District
Transcript Evaluation Services

Cases

• Sorted by Subject • Updated 44 minutes ago

<input type="checkbox"/> Case	Subject ↓	Priority	Date/Time Opened
<input type="checkbox"/> 00091710	Advisee Case	Medium	4/12/2021, 1:55 PM

Contacts > Success Plans

1 item • Sorted by Plan Name • Updated a few seconds ago

Plan Name ↓

[Transcript Evaluation Success Plan](#)

The screenshot shows the 'Transcript Evaluation Success Plan' page. On the left, there are tabs for 'Success Plan' and 'Transcript Evaluation'. The main content area is divided into several sections:

- Plan Information:** Plan Name (Transcript Evaluation Success Plan), Owner (Transcript Evaluation), Student Contact (00091710), Status (Open), Published (checked), and Cancelled (unchecked).
- Open Activities (4):** A table with columns for Subject, Type, Status, and Priority.

Subject	Type	Status	Priority
ADVANCED PLACEMENT (AP)		Transcript Review	Normal
RI-BROWN UNIVERSITY		Transcripts Ready for Evaluation	Normal
CA-UNIV CALIF DAVIS		Transcripts Ready for Evaluation	Normal
CA-NOTRE DAME DE NAMUR U...		Transcripts Ready for Evaluation	Normal
- Activity History (0):** A section with a 'View All' button.
- Activity Chatter:** A section showing upcoming tasks for 'RI-BROWN UNIVERSITY' and 'ADVANCED PLACEMENT'. Each task is associated with 'Nathanael Horton' and has a 'No due date'.

How do I check the status of an evaluation?

- Transcript Evaluation Success Plans are now automatically assigned via CCCApply
- Please see students Success Plan in SSL to check evaluation status
- Please assist us in emphasizing official transcripts must be sent directly to our office to avoid delays!
- Statuses:
 - Transcript Received
 - Transcript Not Received
 - Transcript Review
 - Ready for Evaluation
 - In Progress
 - Completed
 - More Information Needed

Notes (2)

New

Title	Text Preview	Created By	Last Modified	
TES eval completed	Evaluated transcript from UCSC....	Yuki Ishizaki	12/21/2023, 1:42 PM	▼

TES eval completed

TES eval completed

Visibility Set by Record

Evaluated transcript from UCSC.
As of October 2023, external coursework completed over 20 years ago will be reflected as bulk units on the student's DegreeWorks. For specific situations, course-by-course evaluation for courses taken over 20 years ago will be available upon request. Please email transevaluation@smccd.edu to review your request.

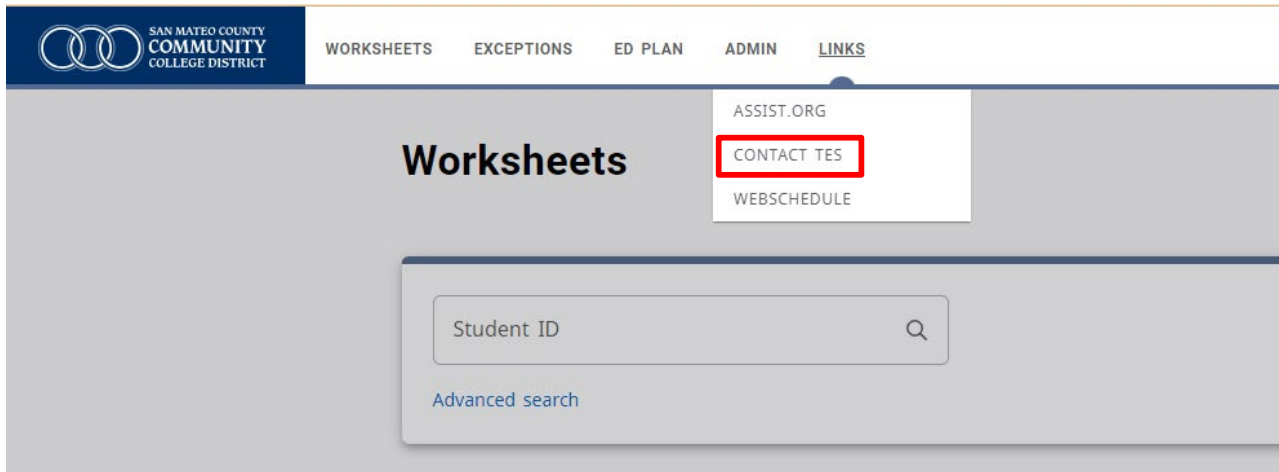
Reviewed Cabrillo College transcript, but did not evaluate.
As of October 2023, TES no longer includes F grades from external institutions in our evaluations.
-Financial aid does not utilize GPA from external institutions.
-SMCCCD does not utilize GPA from external institutions as part of our

Related to [00108719](#)

Delete READ ONLY Share Add to Records Done

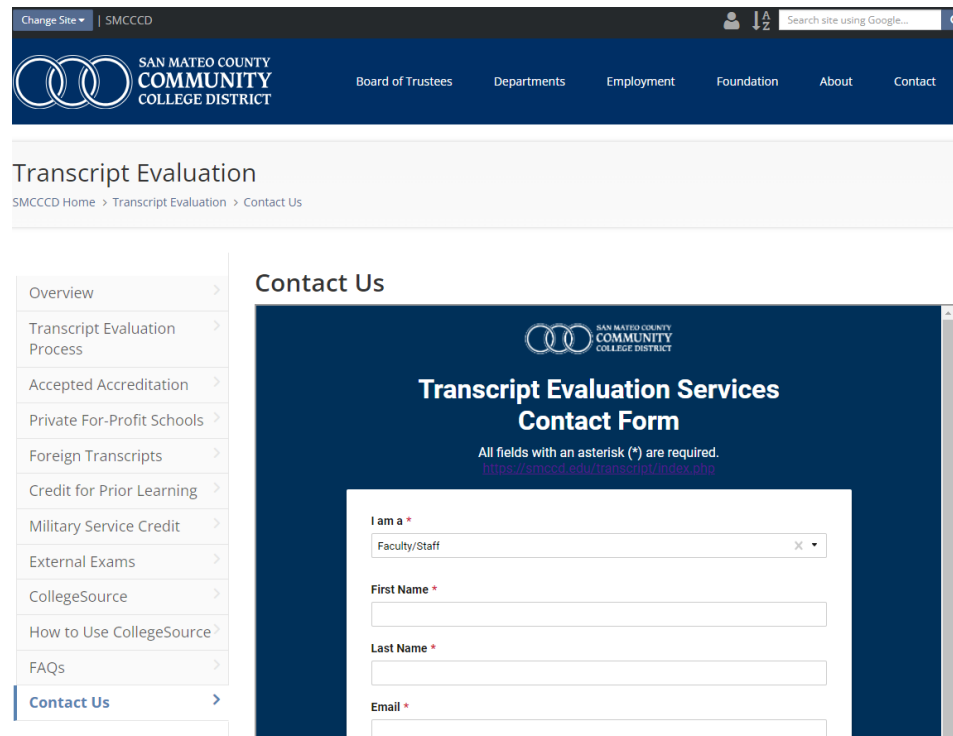
Did you know the evaluators leave notes?

- If a student's evaluation has been completed, please check the notes under Student Advisee Case
- The evaluators call out any specific information that may be pertinent to the student's evaluation for counseling



What if I have questions about an evaluation?

- DegreeWorks vs. Evaluation
 - For questions regarding DegreeWorks, please complete the Smartsheet located under links in DegreeWorks
 - For questions regarding a specific course evaluation, please utilize the contact us form on our website <https://smccd.edu/transcript/index.php>





Hello %%PreferredFirstName%%,

Welcome to the San Mateo County Community College District, home of Cañada College, College of San Mateo and Skyline College! The Transcript Evaluation Services (TES) team is here to support you in getting your external exam scores and transcripts evaluated and applied to your Program of Study so you can graduate and transfer efficiently.

As transcript evaluation can often take many months to complete, it is important that we start the process as soon as possible.

Here are the steps in getting started:

1) Send Official External Exam Scores and Official Transcripts for ALL colleges and universities attended using one of the following methods:

Electronically (Preferred):

Send electronic transcripts/scores to:
transevaluation@smccd.edu

OR by Mail:

College of San Mateo
Attn: Transcript Evaluation Services
1700 W Hillsdale Blvd.
San Mateo, CA 94402

Transcripts/Scores MUST be sent electronically directly from your

How long does an evaluation take?

- Removing barriers to TES for students and increased student communication
- Prioritized Evaluations
 - Degree Petitioners
 - Veterans
 - Students in Special Admission Programs
- Expedite process must be completed by your Dean at their discretion
- Coming Spring 2024: Automated Transcript Evaluation

- **Coursework Completed over 20 years ago and Course F Grades**
 - Due to limited course & articulation information for older coursework, we will only be completing course-by-course evaluations for courses that have been completed in the last 20 years.
 - Coursework completed over 20 years ago will be added as bulk units onto the student record for the term the evaluation was completed. This will support pace rate calculations for financial aid students.
 - Bulk units will be for local SMCCCD credit only.
 - Course-by-course evaluation for courses taken over 20 years ago will be available upon request ONLY in very specific student situations. Please email: transevaluation@smccd.edu
- **F Grades**
 - We will also no longer be evaluating courses for which the student received a grade of F.
 - Financial aid does not utilize GPA from external institutions as part of their Satisfactory Academic Progress (SAP) calculations.
 - SMCCCD does not utilize GPA from external institutions as part of our academic standing.

What about
older
coursework?
Non-passing
grades?

Transcript Evaluation

SMCCCD Home > Transcript Evaluation > Foreign Transcripts

- Overview >
- Transcript Evaluation Process >
- Accepted Accreditation >
- Private For-Profit Schools >
- Foreign Transcripts >**
- Credit for Prior Learning >
- Military Service Credit >
- External Exams >
- CollegeSource >
- How to Use CollegeSource >
- FAQs >
- Contact Us >

Foreign Transcripts

Coursework completed at a college or university outside the United States of America can only be reviewed for certificate and associate degree requirements.

Consider the following limitations before investing in a foreign credential evaluation service.

For UNIVERSITY TRANSFER:

Foreign coursework **CANNOT** be applied to CSU GE Certification nor IGETC Certification.

A four-year college may accept foreign coursework after determining how it applies to its degrees. Most four-year colleges have a foreign transcript evaluation service as part of their admissions process. Consult directly with a four-year college for information.

For ASSOCIATE DEGREE or CERTIFICATE:

Associate Degrees for Transfer (AA-T/AS-T) use CSU GE Breadth or IGETC transfer patterns, so foreign coursework **CANNOT** be applied to those degrees. Foreign coursework is **NOT APPLIED** to speech/communication, English, or mathematics requirements or competencies. Courses must be at least 3 semester units.

Most foreign coursework **DOES NOT** meet associate degree general education criteria and can only be applied as elective credit. However, some approved foreign coursework is typically **ONLY** applied to the following associate degree general education areas:

- Social science
- Natural science
- Humanities
- Career Exploration & Self-Development

After reviewing the information above and are certain a foreign transcript evaluation is right for you, please follow these steps:

Step 1. Students with foreign coursework must first use a Foreign Credential Evaluation Service, listed below, and receive a "detailed" evaluation of their foreign transcript, which divides lower-division from upper-division coursework. TES reviews the foreign credential evaluation to determine application of foreign coursework to a SMCCCD certificate or associate degree.

We accept course-by-course foreign transcript evaluation from any of the approved services listed on the National Association of Credential Evaluation Services membership list.

These three NACES approved companies, are ones we frequently receive foreign transcript evaluations from:

- World Education Services
 1. Applicants can create a WES account by visiting: <https://applications.wes.org/createaccount/login/login>

Foreign Coursework Evaluations

- Please see our website for details on Foreign Evaluations: <https://smccd.edu/transcript/foreign-transcripts.php>

Highlights:

- Limitations on course applicability
- Students must submit report from Foreign Credential Service
- Report must be sent directly to:

Electronic Transcripts (Preferred) can be sent to: transevaluation@smccd.edu

OR by Mail:

College of San Mateo

Attn: Transcript Evaluation Services

1700 W Hillsdale Blvd.

San Mateo, CA 94402

SKYLINE COLLEGE

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For California Community Colleges (CCCs), CollegeSource will only display course matches and some local GE approvals. For the most up-to-date CSU GE, IGETC and Transferability information for other CCCs please visit [Assist.org](https://www.assist.org).

INSTITUTION SEARCH:

Search

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CREDIT FROM	CITY	STATE
ACADEMY OF ART UNIVERSITY	SAN FRANCISCO	CA
ADAMS STATE UNIVERSITY	ALAMOSA	CO
ADIRONDACK COMMUNITY COLLEGE	QUEENSBURY	NY
AGNES SCOTT COLLEGE	DECATUR	GA
ALFRED UNIVERSITY	ALFRED	NY
ALLAN HANCOCK COLLEGE	SANTA MARIA	CA
ALLEGANY COLLEGE OF MARYLAND	CUMBERLAND	MD
ALLIANT INTERNATIONAL UNIVERSITY-FRESNO	FRESNO	CA
ALLIANT INTERNATIONAL UNIVERSITY-IRVINE	IRVINE	CA
ALLIANT INTERNATIONAL UNIVERSITY-LOS ANGELES	ALHAMBRA	CA
ALLIANT INTERNATIONAL UNIVERSITY-SACRAMENTO	SACRAMENTO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN DIEGO	SAN DIEGO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN FRANCISCO	SAN FRANCISCO	CA
ALVIN COMMUNITY COLLEGE	ALVIN	TX
AMARILLO COLLEGE	AMARILLO	TX
AMERICAN PUBLIC UNIVERSITY SYSTEM	CHARLES TOWN	WV
AMERICAN RIVER COLLEGE	SACRAMENTO	CA

What can we do while we wait? Use CollegeSource!

- Provides a list of course matches between Skyline College, College of San Mateo and Cañada College and other colleges and universities
- Determine the applicability of external coursework to courses and local general education requirements

How do I find CollegeSource?

- <https://smccd.edu/transcript/collegesource.php>
- Select your college campus

Overview	>
Transcript Evaluation Process	>
Accepted Accreditation	>
Private For-Profit Schools	>
Foreign Transcripts	>
Credit for Prior Learning	>
Military Service Credit	>
External Exams	>
CollegeSource	>
How to Use CollegeSource	>
FAQs	>
Contact Us	>

SMCCD CollegeSource

CollegeSource provides a list of course matches between Skyline College, College of San Mateo and Cañada College and other colleges and universities. CollegeSource is used as a tool to compare external coursework taken at other colleges with courses at our SMCCCD colleges, to determine the applicability of external coursework to courses and local general education requirements.

Skyline College | College of San Mateo | Cañada College
Guide: How to Use CollegeSource

For California Community Colleges (CCCs), CollegeSource will only display course matches and some local GE approvals. For the most up-to-date CSU GE, IGETC and Transferability information for other CCCs please visit ASSIST.org.

Disclaimers

1. Information found in CollegeSource should be used solely as reference and not an SMCCCD official evaluation. IGETC, CSU GE, local GE attributes and course matches are subject to change with new information. All students should make an appointment with an Academic Counselor for academic planning.
2. California transfer articulation is complicated. Transcript Evaluation Services (TES) evaluates course matches and GE attributes, separately. Although we may deem an external course a match to one of our district courses, it does not always mean that the external course will also meet the requirements for CSU GE and/or IGETC that our local course(s) currently have. Therefore, not all course matches will have the same CSU GE/IGETC/local GE approvals as our district courses.
3. SMCCCD CollegeSource information is for internal use, only. Please note that other schools are not bound by the transfer evaluations found on our CollegeSource website, nor are we bound by their transfer evaluations. Although one college may grant a course certain CSU GE/IGETC approvals, it does not mean TES can abide by their approvals and automatically grant the same approval. Each college or university has the right to determine their own transfer decisions.
4. TES requires syllabi for any reevaluation request for IGETC, CSU GE and/or course matches and only re-evaluates for students who have already received an official SMCCCD Transcript Evaluation. Please note, syllabi must be from the same term the student took the course as courses can change over time. Please send to transevaluation@smccd.edu
5. External courses matched to a "TRNS XXX" signify that we currently do not have a 1-to-1 course match in our current catalogs. These transfer courses may still be eligible for applicability to specific general education or major requirements. Please consult with an Academic Counselor for further assistance.

Keywords for Utilizing CollegeSource:

- **Course Match**: This refers only to the SMCCCD College's Prefix + Course Number. This does NOT necessarily mean that the incoming course has the same Attributes as SMCCCD's course.
- **Attributes**: These are the requirements the course could satisfy based on the information we have and the relevant standards. [See attribute legend on our website.](#)
- **Begin & End Date**:
 - Month**: 8: Fall; 5: Summer; 3: Winter/Spring
 - Day**: "01" signifies the start of the term
 - Year**: Academic Year

How do I use CollegeSource?

Step 1: Select Student's Previous Institution

SKYLINE COLLEGE

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For California Community Colleges (CCCs), CollegeSource will only display course matches and some local GE approvals. For the most up-to-date CSU GE, IGETC and Transferability information for other CCCs please visit Assist.org.

INSTITUTION SEARCH:

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CREDIT FROM	CITY	STATE
CABRILLO COLLEGE	APTOS	CA
CALDWELL COMMUNITY COLLEGE AND TECHNICAL INSTITUTE	HUDSON	NC
CALIFORNIA BAPTIST UNIVERSITY	RIVERSIDE	CA
CALIFORNIA BAPTIST UNIVERSITY ONLINE	RIVERSIDE	CA
CALIFORNIA INSTITUTE OF THE ARTS	VALENCIA	CA
CALIFORNIA LUTHERAN UNIVERSITY	THOUSAND OAKS	CA
CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO	SAN LUIS OBISPO	CA
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT	ARCATA	CA
CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA	POMONA	CA
CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY	VALLEJO	CA
CALIFORNIA STATE UNIVERSITY-BAKERSFIELD	BAKERSFIELD	CA
CALIFORNIA STATE UNIVERSITY-CHANNEL ISLANDS	CAMARILLO	CA
CALIFORNIA STATE UNIVERSITY-CHICO	CHICO	CA



How do I use CollegeSource?

Step 2: Select Course Taken by Student

SKYLINE COLLEGE

INSTITUTION LIST / EQUIVALENCY LIST

Search Reset + Add/View My List

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CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO	SKYLINE COLLEGE	NOTE?	BEGIN	END	<input type="checkbox"/>
AE 237 ENGINEERING SURVEYING I (2)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/1977	08/01/1982	<input type="checkbox"/>
AGB 101 INTRODUCTION TO AGRIBUSINESS (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2003	08/01/2005	<input type="checkbox"/>
AGB 101 INTRODUCTION TO AGRIBUSINESS (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2005	08/01/2010	<input type="checkbox"/>
ARCH 106 MATERIALS OF CONSTRUCTION (2)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/1979	08/01/1984	<input type="checkbox"/>
ARCH 217 HISTORY OF WORLD ARCHITECTURE: PREHISTORY - MIDDLE AGES (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2001	08/01/2009	<input type="checkbox"/>
ARCH 219 HISTORY OF WORLD ARCHITECTURE: 18TH CENTURY - PRESENT (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2001	08/01/2006	<input type="checkbox"/>
ART 112 WESTERN ART: A THEMATIC HISTORY (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2000	08/01/2005	<input type="checkbox"/>
ASTR 101 INTRODUCTION TO THE SOLAR SYSTEM (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/1983	08/01/2009	<input type="checkbox"/>
ASTR 101 INTRODUCTION TO THE SOLAR SYSTEM (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2009	08/01/2014	<input type="checkbox"/>
BIO 111 GENERAL BIOLOGY (4)	BIOL 110 PRINCIPLES OF BIOLOGY (4)	✓	08/01/2007	08/01/2012	<input type="checkbox"/>
BIO 127 NATURAL HISTORY: ANIMAL ADAPTATIONS (3)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/1979	08/01/1984	<input type="checkbox"/>
BIO 200 SPECIAL PROBLEMS FOR UNDERGRADUATES (1-2)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2009	08/01/2014	<input type="checkbox"/>
BIO 227 WILDLIFE CONSERVATION BIOLOGY (4)	TRNS XXX LOWER DIVISION ELECTIVE	✓	08/01/2001	08/01/2015	<input type="checkbox"/>

How do I use CollegeSource?

Step 3: Review Course Information

Example: No direct course equivalent

EQUIVALENCY DETAIL

BEGIN DATE:	8/1/2005	← Equivalency Effective Dates
END DATE:	8/1/2010	
NOTE:	CSU	← Attributes

No Direct 1-1 Course Match

CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO

AGB 101 INTRODUCTION TO AGRIBUSINESS
 Orientation to the agribusiness sector of agriculture. An overview of the breadth, size, scope and management aspects of the agricultural business complex. Agribusiness students are required to complete this within the first year of the major.
Units: 4
Lecture hours: 4
Prerequisite: AGB major and freshman standing
Department: AGRIBUSINESS
Source catalog: California Polytechnic State University San Luis Obispo 2022-2026

SKYLINE COLLEGE

TRNS XXX LOWER DIVISION ELECTIVE

 TRNS XXX equivalent courses signify that we currently do not have a 1-to-1 match in our current catalogs. These transfer courses may still be eligible for applicability to specific general education or major requirements. Please consult with an Academic Counselor for further assistance.
Department: *TRANSFER WORK
Source catalog: Skyline College 2022-2023

AND	1 to many course match *often used for lecture/lab sequences
EITHER/OR	More than one possible course match. However, only 1 can be applied (1:1).
ADO	
ADO	AA/AS Applicable ONLY; No Transfer
AEC	AA/AS ENGL Competency
AHU	AA/AS Humanities
AMC	AA/AS MATH Competency
ANS	AA/AS Science
ANSL	AA/AS Science Lab
APE	AA/AS Physical Education
ASS	AA/AS Social Science
ACRE	AA/AS Career Development/Lifelong Learning
CSU	
CSU	<i>Generally, CSU Transferable</i>
A1	CSU GE Area A1
A2	CSU GE Area A2
A3	CSU GE Area A3
B1	CSU GE Area B1

<https://smccd.edu/transcript/howtousecollegesource.php>

How do I use CollegeSource?

Step 3: Review Course Information

Example: Direct course equivalent

EQUIVALENCY DETAIL

BEGIN DATE:	8/1/2005	← Equivalency Effective Dates
END DATE:	8/1/2007	
NOTE:	ASS;D;CSU;4	← Attributes

Direct 1-1 Course Match

CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO

ECON 221 MICROECONOMICS
 Microeconomic principles. Marginal and equilibrium analysis of commodity and factor markets in determination of price and output. Normative issues of efficiency and equity.
Units: 4
Lecture hours: 4
Department: ECONOMICS
Source catalog: California Polytechnic State University San Luis Obispo 2022-2026

SKYLINE COLLEGE

ECON 102 PRINCIPLES OF MICROECONOMICS
 Introduction to the functioning of markets. Theory of the determination of output and prices for markets under competitive and noncompetitive conditions. Analysis of firms' costs and revenues. Government tax and regulatory policies in response to imperfect competition and market failures. Current economic topics such as international trade and labor markets. Degree Credit. Hours/semester: 48-54 Lecture; 96-108 Homework. AA/AS Degree Requirements: Area 9D1. Transfer Credit: CSU (CSU GE Area D), UC (IGETC Area 4). C-ID: ECON 201.
Units: 3
Prerequisite: MATH 110 or MATH 190 or equivalent
Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent
Department: ECONOMICS
Source catalog: Skyline College 2022-2023

AND	1 to many course match *often used for lecture/lab sequences
EITHER/OR	More than one possible course match. However, only 1 can be applied (1:1).
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ADO	AA/AS Applicable ONLY; No Transfer
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ANS	AA/AS Science
ANSL	AA/AS Science Lab
APE	AA/AS Physical Education
ASS	AA/AS Social Science
ACRE	AA/AS Career Development/Lifelong Learning
CSU	
CSU	<i>Generally, CSU Transferable</i>
A1	CSU GE Area A1
A2	CSU GE Area A2
A3	CSU GE Area A3
B1	CSU GE Area B1

<https://smccd.edu/transcript/howtousecollegesource.php>

What can I do if the student took the course outside of the effective dates?

- Compare the course descriptions between the indicated effective dates and the year the student took the course
- Compare the articulation between the indicated effective dates and the year the student took the course
- Has there been a significant change?
- Was there a change to our SMCCCD course?

AMS 001C — American Lives Through Autobiography (4 units)

Course Description: American culture as understood through the individual life stories told by Americans, with attention to the roles of gender, race, ethnicity, social class, and sexual orientation in the individual's life course.



Learning Activities: Lecture 3 hour(s), Discussion 1 hour(s).

Grade Mode: Letter.

General Education: Arts & Humanities (AH) or Social Sciences (SS); American Cultures, Governance, & History (ACGH); Domestic Diversity (DD); Writing Experience (WE).

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VS



What about California Community Colleges?

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- For the most up-to-date CSU GE, IGETC and Transferability information for other CCCs please visit [ASSIST.org](https://www.assist.org).

CollegeSource is ready to use!

CAÑADA COLLEGE

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INSTITUTION SEARCH:

Search

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ADIRONDACK COMMUNITY COLLEGE	QUEENSBURY	NY
AGNES SCOTT COLLEGE	DECATUR	GA
ALFRED UNIVERSITY	ALFRED	NY
ALLAN HANCOCK COLLEGE	SANTA MARIA	CA
ALLEGANY COLLEGE OF MARYLAND	CUMBERLAND	MD
ALLIANT INTERNATIONAL UNIVERSITY-FRESNO	FRESNO	CA
ALLIANT INTERNATIONAL UNIVERSITY-IRVINE	IRVINE	CA
ALLIANT INTERNATIONAL UNIVERSITY-LOS ANGELES	ALHAMBRA	CA
ALLIANT INTERNATIONAL UNIVERSITY-SACRAMENTO	SACRAMENTO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN DIEGO	SAN DIEGO	CA
ALLIANT INTERNATIONAL UNIVERSITY-SAN FRANCISCO	SAN FRANCISCO	CA
ALVIN COMMUNITY COLLEGE	ALVIN	TX

Questions?

Madeline Wiest

Program Supervisor (Transcript
Evaluation Services)

wiestm@smccd.edu

<https://smccd.edu/transcript/collegesource.php>