Process and Completion of Forms

For the 2013-2014 Academic Year WEST Los Angeles College has opted out of the online Registrar Report for the Common Application and students will need to print out the Registrar Report and take it to the Office of Admissions & Records to complete the Transcript request process.

For the Academic Evaluator & Counselor Report Forms you must first determine whom you will be asking. Once you have decided who this will be notify that individual that a form will be sent to them via email for completion. BE ADVISED – in some cases the individual may have opted out of the online option and you will need to print out the form and deliver it for completion.

Transfer Applicants

Academic Evaluator: We encourage you to ask an instructor or counselor at your college for his or her permission before you designate that person as an Academic Evaluator.

Transfer Registrar Report: USC does not require the Transfer Registrar Report form and will still consider your application complete without one.

Transfer Applicants

Required: Transfer Registrar Report

Optional items: Academic Evaluator, Counselor’s Report & Mid-Term Report