

Office of the Registrar  
Evaluations Unit  
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## Who should I see: Evaluations or Records???

### EVALUATIONS

- Transfer credit evaluation (including AP and IB exams)
- Graduation Evaluation Requests and questions
- Change of Graduation Date
- Questions about Major / Support Course Substitutions
- GE Course Substitution forms
- Change of Catalog forms
- Help with [www.assist.org](http://www.assist.org)
- Add / Drop a concentration or minor

### RECORDS

- Questions about Registration / Enrollment
- Order a Cal Poly Transcript
- Request Verification of enrollment, GPA, or Degree Completion
- Grade Changes
- Questions about Registration Holds
- Leave of Absence forms
- Veterans Benefits
- CR/NC, Audit, Repeats, and Withdrawals

# Evaluations Information

Evaluations is a unit within the Office of the Registrar whose primary responsibilities include: validating academic degree progress, transfer articulation, and graduation evaluation processes.



## **FREQUENTLY ASKED QUESTIONS**



### **I took AP exams. What do I get credit for at Cal Poly?**

Check our website:  
[http://www.ess.calpoly.edu/records/Degree\\_Progress/other\\_ac\\_credit.htm](http://www.ess.calpoly.edu/records/Degree_Progress/other_ac_credit.htm)

### **I want to take coursework at another college. How do I know what credit I will receive?**

If you are taking classes at a California community college, UC, or another CSU, use [www.assist.org](http://www.assist.org) to determine articulation and GE transferability.

### **I took coursework at another college. Where do I have my transcripts sent?**

Evaluations, Cal Poly State University, 1 Grand Avenue, San Luis Obispo, CA 93407.

### **I am a transfer student. When will I get an official evaluation showing how my courses will transfer to Cal Poly?**

Your transfer work will be entered into your Degree Progress Report approximately 1-2 quarters after enrolling at Cal Poly. In the meantime, schedule an appointment with your advisor or advising center: <http://advising.calpoly.edu/>

### **I need to substitute a class in my major/support. How do I do this?**

See your advisor, advising center, or major department for a Substitution for Major or Support form.

### **I filled out a substitution form. How do I know if it was approved and that Evaluations has a copy?**

Once your substitution is fully signed, it will be sent to Evaluations. We will file your substitution and mail you the approved or denied copy. If approved, the substitution will be applied to your next evaluation.



### **I want to study abroad. How will I know what classes will transfer for GE credit?**

Visit the International Education & Programs office (Bldg 38, Rm 106) for assistance with a GE Course Substitution for Study Abroad form.

### **How do I access my unofficial transcript (Poly Profile)?**

Log on to [my.calpoly.edu](http://my.calpoly.edu), click on the Registration & Enrollment tab, and click on the link "View My Poly Profile."

### **How do I file to graduate? How do I sign up for commencement?**

Undergraduate students should submit a Request for Graduation Evaluation form (available at our office or at [http://www.ess.calpoly.edu/records/forms/Grad\\_Eval.pdf](http://www.ess.calpoly.edu/records/forms/Grad_Eval.pdf)), four (4) quarters before you intend to graduate. You will not be able to register beyond your completion term.

Graduate students should file for graduation in the Research and Graduate Programs office (Bldg 38, Rm 154). Submitting a Request for Graduation Evaluation adds you to the list for the commencement ceremony.

### **I have to change my graduation date. What do I need to do?**

Submit a Change of Degree Completion Date form (available at our office or at [http://www.ess.calpoly.edu/records/forms/Change\\_Grad\\_Date.pdf](http://www.ess.calpoly.edu/records/forms/Change_Grad_Date.pdf)). You will not be able to register beyond your completion term.

### **I want to make sure that my diploma will have my correct name and go to the right address. How do I check on this?**

Update your Diploma Name and Mailing Address through the "Personal Info" tab on the portal ([my.calpoly.edu](http://my.calpoly.edu)).

