



Request for Transcript Additions

For recognition of involvement in campus organizations and/or recognition of awards & scholarships received while attending Oxnard College (OC).

Students may add up to five college recognitions to their transcript. These additions will appear on the student's existing Oxnard College official transcript. Students may submit this form upon completion of their term of office in an organization. Term of office constitutes one complete semester in the organization and position held. If the advisor is no longer employed at Oxnard College to verify the term dates, the student is required to submit documented proof of their organization involvement and position held. Please attach documentation to this form. **Complete and submit this form to the Student Activities Specialist, room #S-115 at the Student Activities Office. Please allow two weeks for the Admissions and Records Office to process your request.**

Student Information

Full Name: _____ Student ID#: 900 - _____

Phone: _____ My.VC CCD email: _____

Date of Birth: _____ Alternative email: _____

Transcript Addition Request

(There is a limit of five campus recognitions – MAXIMUM 30 characters per line)

Organization and Position Held
Description of the Recognition/Scholarship

Start Date/End Date
MM/YYYY – MM/YYYY

Club Advisor/Staff
Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant: _____ Date: _____
Signature

Student Activities Specialist: _____ Date: _____
Signature

FOR OFFICE USE ONLY

Date Processed by Records Office: _____ Processed By: _____