



Los Angeles Pierce College  
**Common Application Additional Procedures & Forms**  
**2016-2017**

Please use the following solutions and Pierce College procedures to deal with these sections of the Common Application.

**Academic Advisor:** This is a mandatory section on the Common Application and allows the institution you are applying to contact Pierce with any questions about your application.

Students may list any Pierce College counselor's information in this section. If you do not have a counselor, you may list the Pierce College Transfer Center Director:

Sunday Salter, [saltersc@piercecollege.edu](mailto:saltersc@piercecollege.edu), (818)710-2277

**"Recommenders and FERPA" Section:**

**Academic Evaluator:**

Not all universities require a letter of recommendation but some schools require you to invite one evaluator in this section as stated above. You may list a counselor/advisor or an instructor. It is not necessary to list an email address unless you would like to get a letter of recommendation.

If you do intend on asking your professor or counselor for a letter please meet with the instructor or counselor (advisor) who will need to agree to be your Academic Evaluator; institutions prefer the INSTRUCTOR choice, preferably someone related to your major, if possible. On the Academic Evaluation portion of the application, the student must use the drop down menu and select an INSTRUCTOR or ADVISOR (counselor). Once the Academic Evaluator agrees, the student needs to "invite" them through the "Recommenders" portion of the application. The Recommender will then receive an electronic "invite" to complete the form or you may print out the *offline form* and hand deliver it. The Instructor then mails or submits the letter on your behalf.

**College Report:**

This is not a form required by all institutions. Check with the receiving institution to see if it is required.

**Print out the *offline form* and bring it to the Pierce College Admissions & Records Office along with the mailing address. The form will be mailed on your behalf.**

**Official transcripts** must be requested using the Pierce College Transcript Request Form which can be found online at: <http://www.piercecollege.edu/admissions/grades.asp> Students may also order transcripts online at the same link, or in person in the Admissions & Records Office.

**Transfer Mid-Term Report:**

This is not a form required by all institutions. Check with the receiving institution to see if it is required. If it is required, the student must print out the form and bring it to each instructor to verify they are in the class, and what grade they are earning at the time the form is presented to the instructor.

Some institutions may require additional supplemental forms or documents. Please review the Common Application and/or the college or university website thoroughly for this information. The student is responsible for mailing this document.

**Secondary School "Final Report":**

This is not a form required by all institutions. Check with the receiving institution to see if it is required. **If it is required, the student must have their high school complete the form. If you are not able to access your high school, please bring the form to the Pierce College Admissions & Records Office.**