

Registration News

Winter 2012

www.sce.edu/ar

SCE Records Website

The main SCE Records website with student information has been updated to provide students with the most pertinent information regarding their records. In addition to the updated transcript request form, the following is also available on the new SCE Records Website:

- Instructions for students to retrieve their unofficial transcript through myGateway
- Records forms including Grade Appeal, Course Audit, and Pharmacy Technician Affidavit request

The new website can be viewed through the SCE main page by clicking on the Records Office link under the Student Services menu.

New Citizenship Code in SPAPERS

As announced in previous Registration Meetings, students with an F-1 Visa are not permitted to attend SCE Classes. A new code has been added to the Citizenship field in SPAPERS to help identify F-1 Visa Students. Please code students that have marked that they are a F-1 Student with a "7" code in this field. All AFA cards are being updated and will be distributed to the campuses to help facilitate accuracy.



Updated Transcript Request Form

A new Transcript Request form has been developed to help process transcript requests more effectively. The form is available at the SCE Records website. Improvements in the online form now indicate required fields and identify important areas of the form such as a signature and rush processing option. Please note that although the form is available online, it must be signed by the student and can be faxed, mailed or delivered to any SCE Campus. The hard copy updated form is now available at each campus. Reorders can be placed directly with District Production.

As a reminder, please continue to fax rush transcript requests to the Wilshire Office at (714) 992-9599. This will assist us in processing the request in a timely manner.

Online Assistance now available at the SCE A&R Page

SCE has added a new feature to the A&R website to assist students. Students may now chat with an A&R staff member online in addition to calling the A&R offices. Availability is limited as the process is piloted through the Winter term. An official launch is planned for the Spring term. Special thanks to Olivia Badillo-Perez for providing the initial questions to help develop consistent messages.

SCE Mobile Application

A new mobile application is now available for the iPhone/iPod, iPad, Android and Blackberry devices. The application is free of charge and can be downloaded from <http://nocccd.edu/mobile/>.

Mark your Calendar !

Spring 2012 Registration Meeting ~ Wednesday, February 29, 2012