

1. **Attend FLCC at the Canandaigua, Geneva, or Wayne County (Newark) campus centers.** Your courses and grades are recorded on your FLCC transcript. Contact the Admissions Office at 585.394.3500, ext. 7279 or visit www.flcc.edu/admissions and get started on the enrollment process.
2. **Transfer FLCC credit to another institution.** For college credit to be recognized by another institution, it is necessary to send an official FLCC transcript. It is not enough just to send your high school transcript. Upon completion of your FLCC courses, submit an official transcript request through one of the following steps:
 - **Online** at <http://www.flcc.edu/offices/registrar/transcripts.cfm>
 - **In person** by completing the Transcript Request Form, available at FLCC's main campus in Canandaigua or the Wayne County Campus Center in Newark or the Geneva Campus Center.
 - **Written request** sent to the Office of the Registrar containing the following information:
 - a. Student's name as it appears on College records, & any name change since leaving the college
 - b. Date of birth
 - c. Social Security Number
 - d. Dates attended
 - e. Current mailing address
 - f. Name/Address of place the transcript is being sent
 - g. Student's signature

There is no fee for an *unofficial* (student copy) transcript. A **\$5.00 fee** is charged for each **official** transcript. The fee may be paid in cash or with a check made payable to Finger Lakes Community College or FLCC. Transcripts will not be sent for anyone with a financial obligation to the College. All transcript requests should be sent to the following address:

Office of the Registrar
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424

If we can be a resource to you, please contact the Office of Concurrent Enrollment at secondaryprograms@flcc.edu or 315.789.6701, ext. 6018.

We wish you good fortune in your future endeavors.

Please note: It is the sole discretion of the receiving institution as to whether they will accept any transfer credits from another college or university and to determine how credits will be accepted.