



# TEXAS SOUTHMOST COLLEGE

Testing Center · Oliveira Library · 956-295-3600 · tsc.edu

## Request for AP/ CLEP Score Entry

**NOTE: Any credit changes to your TSC Transcript will be permanent.**

1. Credit will only be awarded to students that have earned 6 or more hours with TSC.
2. Students must submit a request form (AP/CLEP score entry form) and official AP/CLEP scores to the Testing Office located in the Oliveira Library Student Service Building.

**UPDATED: COVID 19 PROCESS email completed forms to TESTING@TSC.EDU**

3. If a student misplaces their official scores they must request an additional official score report from the College Board website.
4. Testing Specialist verifies if the official scores are met. If scores are met, there is a 24 hour waiting period for them to appear in the system.
5. An Admissions Specialist will receive a list from the Testing Office of students who met the requirements for AP/CLEP credit and will award a grade of “CR” for these students.
6. The student will be responsible for following up with an Admissions Specialist, to verify if the credit(s) is/are awarded.
7. Student meets with an Academic Advisor to discuss how these courses have been applied to their degree plan.

\*AP Scores expire 5 years after test date

Please print the following information.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Exam: \_\_\_\_\_ Score received: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

For Office Use Only:

Received by: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_