1. Please list the following individual as the Butte Registrar on the Common Application:
   a. Ray Rodriguez  (Rodriguezra@butte.edu)

2. Mr. Rodriguez will get an email from the Common App asking him to fill out the request online.

3. Mr. Rodriguez will click on that link and deny the request, which then sends you an email telling you to print the form. You will need to bring the Transfer Registrar Report to the Transfer Counseling Center (SAS 258) to be processed.

4. Once you bring in the Transfer Registrar Report, to the Transfer Counseling Center, you will be asked to do the following:
   a. Confirm your Common Application ID number on the Transfer Registrar Report form.
   b. Provide us the address(es) for the school(s) where the Transfer Registrar Report should be sent.
   c. We will provide you with a transcript request form to be submitted in Admission & Records. The Admissions and Records Office will require separate requests for each institution where you are applying. They will check for any holds or past due fees prior to releasing a transcript.

You are responsible to return official transcripts to the Transfer Counseling Center to be included in the packet or to send them individually to the school(s) to which you are applying.

You receive two free transcripts at Butte and will be responsible for a $8 fees associated for the third and subsequent transcript requests. There is a $12 fee for on-demand transcript requests. **See statement on attached "Transcript Request".

When you receive your official transcripts you should take all of your forms to the Transfer Counseling Center. The Transfer Counseling Center will fill out the Transfer Registrar Report and will ask the Dean overseeing discipline to respond to the discipline question. Once the form(s) is filled out completely, Transfer Counseling Center staff will include the Butte College transcript with it (if requested) and will mail it out to the school(s) at the addresses you provided.

**How does the Common Application invitation process comply with FERPA?**

All applicants must agree to the release authorization as part of their application process: “I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.”

Butte College Transfer Counseling Center (SAS 258) 3536 Butte Campus Drive Oroville, CA 95965 (530) 895-2264 2/26/14