



**Welcome!**

**Thank you for joining us for today's webinar. The program will begin shortly.**

**You will not hear the audio until we begin.**

**If you have technical questions, please email [aamc@commpartners.com](mailto:aamc@commpartners.com).**



# Navigating AMCAS® Transcripts and Coursework: How You Can Avoid Processing Delays

May 24, 2023

# Welcome to Navigating AMCAS® Transcripts and Coursework



# Agenda

1. When Is a Transcript Required
2. Avoiding Transcript Submission Issues
3. Transcript Processing Timelines
4. Entering Coursework Properly
5. How to Avoid a Returned or Delayed Application
6. Other Important Aspects of Entering Coursework
7. Questions and Answers

# Avoiding Transcript Issues

# When is a Transcript Required?

- College-level courses attempted while in high school, even if the courses did not count toward a degree at any college
- Colleges at which you originally attempted a course, even if the credit was subsequently transferred to and accepted by another school
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits)
- Courses that did not count toward a degree regardless of whether credit was earned or transferred
- Extension programs through which you attempted courses if the extension division provided a separate transcript
- Correspondence and home study programs
- Military education and Joint Services Transcripts (JSTs)
- American colleges overseas
- U.S., U.S. territorial, and Canadian medical schools

# Common Transcript Submission Issues

There are some common transcript issues that originate from the AMCAS application.

- Omission of alternate/preferred names to your application that appear on the official transcript
- Failure to indicate that a transcript is not required

# Common Paper Transcript Issues

Submission of transcripts that cannot be used to process an AMCAS application fall into five categories:

- Illegible
- Incorrect Documentation
- Incomplete
- Not Official
- Foreign Institution



# Common E-Transcript Issues

☒ Identifying Information

☒ Schools Attended

☒ High School\*

☒ Colleges\*

☐ Transcripts\*

☐ Previous Matriculation\*

☐ Institutional Action\*

☐ Biographic Information

☐ Course Work

☐ Work/Activities

☐ Letters of Evaluation

☐ Medical Schools

☐ Essays

☐ Standardized Tests

## Colleges

**Note:** If you have ever taken a post-secondary course anywhere other than at your home institution, taken foreign coursework including a study abroad course or taken any military course work, you must add these schools to our application. **This includes college courses taken while in high school and courses taken at another institution even if credit was transferred.**

☒ I understand that I must include schools where I attempted post-secondary and foreign/study abroad courses. [Please review additional information](#) about Foreign/Study Abroad coursework if you need assistance. \*

☒ I understand I must include institutions where I attempted military education courses. [Please review additional information](#) about Military Education if you need assistance. \*

Please add information about the college(s) you attended.

ADD COLLEGE

### Wichita State University

EDIT

DELETE

**Location :** Wichita, Kansas, United States of America (the)

**Program Type :** Undergraduate

**Dates Attended :** August 2008 to May 2010

**Summer School Only :** No

**Study Abroad Program :** No

**Advisor Release :** Yes

**Transcript Required :** Yes

**Transcript ID :** 3921099

# Transcript Processing Timelines

<https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas>

## 2024 AMCAS® Application

**The 2024 AMCAS application is now open.** If you wish to start medical school in Fall 2024, please complete and submit the 2024 AMCAS application.

As of **May 23** AMCAS is:

Marking transcripts as "Received" that were delivered on or before:

Paper (mailed) – **May 19**

Parchment – **May 18**

National Student Clearinghouse – **May 23**

# Entering Coursework in AMCAS

# The Verification Process



# How to Enter Coursework in AMCAS

|  |                      |    |      |      |
|--|----------------------|----|------|------|
| Transfer Term 2018                                     |                      |    |      |      |
| TRANSFER CREDIT FROM: 0098                             |                      |    |      |      |
| Advanced Placement Exam                                |                      |    |      |      |
| PS 101   | Intro. Psychology    | TR | 0.00 | 3.00 |
| HS 131   | U.S. History to 18   | TR | 0.00 | 3.00 |
| HS 132   | U.S. Since Reconst   | TR | 0.00 | 3.00 |
| Term 18/TT   |                      |    |      |      |
| Totals: 0.00 9.00 0.00 0.00 GPA = 0.00                 |                      |    |      |      |
| Cumulative Totals: 0.00 9.00 0.00 0.00 GPA = 0.00      |                      |    |      |      |
| Fall 2018  |                      |    |      |      |
| BIO 150  | General Bio for Ma A |    | 4.00 | 4.00 |
| CHE 110  | General Chemistry A  |    | 3.00 | 3.00 |
| CHE 110L   | Gen Chem I Lab       |    | 1.00 | 1.00 |
| FYS 101  | First Year Seminar A |    | 3.00 | 3.00 |
| MA 141   | Calculus of a Sing A |    | 3.00 | 3.00 |
| EN 101   | Intro Acad Reading A |    | 3.00 | 3.00 |
| Term 18/FA   |                      |    |      |      |
| Totals: 17.00 17.00 17.00 68.00 GPA = 4.00             |                      |    |      |      |
| Cumulative Totals: 17.00 26.00 17.00 68.00 GPA = 4.00  |                      |    |      |      |
| Spring 2019  |                      |    |      |      |
| BIO 151  | Molecular Cell Bio A |    | 4.00 | 4.00 |
| AN 252   | Science of Human D A |    | 3.00 | 3.00 |
| SO 101   | Introduction to So A |    | 3.00 | 3.00 |
| CHE 111  | General Chemistry A  |    | 3.00 | 3.00 |
| CHE 111L   | Gen Chem II Lab      |    | 1.00 | 1.00 |
| EN 102   | Academic Writing/R A |    | 3.00 | 3.00 |
| Term 19/SP   |                      |    |      |      |
| Totals: 17.00 17.00 17.00 68.00 GPA = 4.00             |                      |    |      |      |
| Cumulative Totals: 34.00 43.00 34.00 136.00 GPA = 4.00 |                      |    |      |      |
| Fall 2019  |                      |    |      |      |
| BIO 211  | Human Anatomy/Phys A |    | 3.00 | 3.00 |
| BIO 211L   | Human Anatomy/Phys A |    | 1.00 | 1.00 |
| BIO 298  | Research Methods i A |    | 3.00 | 3.00 |
| CHE 210  | Organic Chemistry A  |    | 3.00 | 3.00 |

## Add Course

X

Academic Year \*

Select Year

Academic Term \*

Select Academic Term

Year in School \*

Select Year In School

Course Number

Please enter course number

Course Name \*

Please enter course name

Course Classification \*

Select Course Classification

Although an asterisk does not appear next to Transcript Grade and Credit Hours indicating these fields are required, you must complete these fields if the information appears on your official transcript.

In certain cases, it may be appropriate to leave these fields blank. Please review the coursework section of the AMCAS Applicant Guide for more information. Failure to include required grades and credit hours may result in application processing delays, missed deadlines, and lost application fees. Please contact the AAMC Services

# Avoiding Returns

Failure to include:

- The original grades and credit hours for repeated courses
- List 10 or more courses that appear on an official transcript
- List 10 or more grades that appear on an official transcript
- List 10 or more credits that appear on an official transcript
- Failure to list coursework in chronological order

# Avoiding Holds

Failure to list:


- Missing Coursework
- Incomplete Coursework
- Missing Official Transcript
- Transcript Exception Denial



# Avoiding Having Application Placed on Hold

## Missing Incomplete/Coursework

| Transfer Term 2018         |      |                     |    |       |       |       |        |            |  |
|----------------------------|------|---------------------|----|-------|-------|-------|--------|------------|--|
| TRANSFER CREDIT FROM: 0098 |      |                     |    |       |       |       |        |            |  |
| Advanced Placement Exam    |      |                     |    |       |       |       |        |            |  |
| PS                         | 101  | Intro. Psychology   | TR | 0.00  | 3.00  | 0.00  | 0.00   | 0.00       |  |
| HS                         | 131  | U.S. History to 18  | TR | 0.00  | 3.00  | 0.00  | 0.00   | 0.00       |  |
| HS                         | 132  | U.S. Since Reconstr | TR | 0.00  | 3.00  | 0.00  | 0.00   | 0.00       |  |
| Term 18/TT Totals:         |      |                     |    | 0.00  | 9.00  | 0.00  | 0.00   | GPA = 0.00 |  |
| Cumulative Totals:         |      |                     |    | 0.00  | 9.00  | 0.00  | 0.00   | GPA = 0.00 |  |
| Fall 2018                  |      |                     |    |       |       |       |        |            |  |
| BIO                        | 150  | General Bio for Ma  | A  | 4.00  | 4.00  | 4.00  | 16.00  |            |  |
| CHE                        | 110  | General Chemistry   | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| CHE                        | 110L | Gen Chem I Lab      | A  | 1.00  | 1.00  | 1.00  | 4.00   |            |  |
| FYS                        | 101  | First Year Seminar  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| MA                         | 141  | Calculus of a Sing  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| EN                         | 101  | Intro Acad Reading  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| Term 18/FA Totals:         |      |                     |    | 17.00 | 17.00 | 17.00 | 68.00  | GPA = 4.00 |  |
| Cumulative Totals:         |      |                     |    | 17.00 | 26.00 | 17.00 | 68.00  | GPA = 4.00 |  |
| Spring 2019                |      |                     |    |       |       |       |        |            |  |
| BIO                        | 151  | Molecular Cell Bio  | A  | 4.00  | 4.00  | 4.00  | 16.00  |            |  |
| AN                         | 252  | Science of Human D  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| SO                         | 101  | Introduction to So  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| CHE                        | 111  | General Chemistry   | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| CHE                        | 111L | Gen Chem II Lab     | A  | 1.00  | 1.00  | 1.00  | 4.00   |            |  |
| EN                         | 102  | Academic Writing/R  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| Term 19/SP Totals:         |      |                     |    | 17.00 | 17.00 | 17.00 | 68.00  | GPA = 4.00 |  |
| Cumulative Totals:         |      |                     |    | 34.00 | 43.00 | 34.00 | 136.00 | GPA = 4.00 |  |
| Fall 2019                  |      |                     |    |       |       |       |        |            |  |
| BIO                        | 211  | Human Anatomy/Phys  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| BIO                        | 211L | Human Anatomy/Phys  | A  | 1.00  | 1.00  | 1.00  | 4.00   |            |  |
| BIO                        | 298  | Research Methods i  | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |
| CHE                        | 210  | Organic Chemistry   | A  | 3.00  | 3.00  | 3.00  | 12.00  |            |  |


Account: Kay WOOD

American Medical College Application Service®
2018 Application
Main Menu
My Application ▾

☒ Identifying Information
☒ Schools Attended
☒ Biographic Information
☒ **Course Work**
☐ Work/Activities
☐ Letters of Evaluation
☐ Medical Schools
☐ Essays

☐ Standardized Tests

✓ Course Work\*

### Courses (1)

Please enter all of your course work for Apollo College Mesa-Tri City Inc. \*

**Add Course**

| Year      | Term                  | Course Classification | Course Name | Course Number | Credit Hours | Transcript Grade | Special Course Type |                                   |
|-----------|-----------------------|-----------------------|-------------|---------------|--------------|------------------|---------------------|-----------------------------------|
| 2015-2016 | 2nd Semester (Spring) | Communications        | English     | 45            | 4            | A                | Int Baccalaureate   | <div>Edit</div> <div>Delete</div> |

Back

Save & Continue >



# Avoiding Holds – Repeated Courses

## 2016 Fall Semester

Program:

College of Arts & Sciences

Bachelor of Science

Major: Biology

| <u>CRS_NUM</u>                 | <u>COURSE_TITLE</u>         | <u>GRADE</u> | <u>HOURS</u> | <u>QPTS</u> |
|--------------------------------|-----------------------------|--------------|--------------|-------------|
| CHE 109                        | GENERAL CHEMISTRY I         | C            | 4.0          | 8.00        |
| Exclude Earn/Grade: Repeat Crs |                             |              |              |             |
| BIO 148                        | INTRODUCTORY BIOLOGY I      | B            | 3.0          | 9.00        |
| BIO 155                        | LAB FOR INTRO BIOLOGY I     | A            | 1.0          | 4.00        |
| WRD 110                        | COMP & COMM I               | A            | 3.0          | 12.00       |
| MA 110                         | ALGEBRA & TRIG FOR CALCULUS | B            | 4.0          | 12.00       |
| UK 101                         | ACADEMIC ORIENTATION        | A            | 1.0          | 4.00        |
|                                | <b>AHRS</b>                 | <b>EHRS</b>  | <b>QHRS</b>  | <b>QPTS</b> |
| Semester                       | 16.0                        | 12.0         | 12.0         | 41.00       |
| Cumulative                     | 29.0                        | 28.0         | 12.0         | 41.00       |
|                                |                             |              |              | <b>GPA</b>  |
|                                |                             |              |              | 3.417       |

## 2017 Spring Semester

Program:

College of Arts & Sciences

Bachelor of Science

Major: Biology

Major: Neuroscience

| <u>CRS_NUM</u>        | <u>COURSE_TITLE</u>                   | <u>GRADE</u> | <u>HOURS</u> | <u>QPTS</u> |
|-----------------------|---------------------------------------|--------------|--------------|-------------|
| CHE 109               | GENERAL CHEMISTRY I                   | A            | 4.0          | 16.00       |
| WRD 111               | COMP & COMM II                        | A            | 3.0          | 12.00       |
| MA 193                | SUPPLEMENTARY MATH WORKSHOP I: CALC I | P            | 1.0          | 0.00        |
| Pass Fail Grade Scale |                                       |              |              |             |
| BIO 152               | PRIN OF BIOLOGY II                    | B            | 3.0          | 9.00        |
| MA 113                | CALCULUS I                            | C            | 4.0          | 8.00        |
|                       | <b>AHRS</b>                           | <b>EHRS</b>  | <b>QHRS</b>  | <b>QPTS</b> |
| Semester              | 15.0                                  | 15.0         | 14.0         | 45.00       |
| Cumulative            | 44.0                                  | 43.0         | 26.0         | 86.00       |
|                       |                                       |              |              | <b>GPA</b>  |
|                       |                                       |              |              | 3.214       |

## Spring 2021

A global health emergency during this term required significant course changes. Unusual enrollment patterns and grades could reflect the tumultuous time, not necessarily the student's work.

College of Arts and Sciences

Biology

Continuing

|           |                              |      |    |       |
|-----------|------------------------------|------|----|-------|
| BIOL 3260 | Cell and Developmental Biol  | 3.00 | B  | 9.00  |
| BIOL 3620 | Biological Evolution         | 3.00 | C  | 6.00  |
| CHEM 1160 | General Chemistry II         | 0.00 | DP | 0.00  |
| CHEM 1161 | General Chemistry II Lab     | 1.00 | A  | 4.00  |
| HIST 3110 | History of African-Americans | 3.00 | A  | 12.00 |
| PHYS 1251 | General Physics Laboratory I | 1.00 | A- | 3.70  |
| THEA 1010 | Intro to Acting I            | 3.00 | A  | 12.00 |

Ehrs: 14.00 GPA-Hrs: 14.00 QPts: 46.70 GPA: 3.33

Honor Roll

Good Standing

## 1st Summer 2021

College of Arts and Sciences

Biology

Continuing

|           |                      |          |      |       |
|-----------|----------------------|----------|------|-------|
| CHEM 1160 | General Chemistry II | 3.00     | B+   | 9.90  |
| Ehrs:     | 3.00                 | GPA-Hrs: | 3.00 | QPts: |
|           |                      |          | 9.90 | GPA:  |
|           |                      |          |      | 3.30  |

# Avoiding Holds – Missing & Omitted Transcripts

## University of Washington

**Location :** Seattle, Washington, United States of America (the)  
**Program Type :** Undergraduate  
**Dates Attended :** August 2018 to May 2021  
**Summer School Only :** No  
**Study Abroad Program :** No  
**Advisor Release :** Yes  
**Transcript Required :** Yes  
**Transcript ID :** 3921827

### Degrees

Did you earn a degree from University of Washington , or do you expect to earn one? \*

[ADD DEGREE](#)

You have indicated that you have no Degrees to add.

### Majors

Did you declare a major at University of Washington ? \*

[ADD MAJOR](#)

You have indicated that you have no Majors to add.

### Minors

Did you declare a minor at University of Washington ? \*

[ADD MINOR](#)

You have indicated that you have no Minors to add.

## Shoreline Community College

**Location :** Shoreline, Washington, United States of America (the)  
**Program Type :** Junior College  
**Dates Attended :** August 2019 to January 2020  
**Summer School Only :** No  
**Study Abroad Program :** No  
**Advisor Release :** Yes  
**Transcript Required :** Yes  
**Transcript ID :** 3921826

### Degrees

Did you earn a degree from Shoreline Community College , or do you expect to earn one? \*

[ADD DEGREE](#)

You have indicated that you have no Degrees to add.

### Majors

Did you declare a major at Shoreline Community College ? \*

[ADD MAJOR](#)

You have indicated that you have no Majors to add.

### Minors

Did you declare a minor at Shoreline Community College ? \*

[ADD MINOR](#)

You have indicated that you have no Minors to add.

\*\*\*\*\*  
\* ANY ALTERATION OR MODIFICATION OF THIS RECORD \*  
\* OR ANY COPY THEREOF MAY CONSTITUTE A FELONY \*  
\* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. \*  
\*\*\*\*\*

UNIVERSITY OF WASHINGTON DEGREES EARNED:  
BACHELOR OF SCIENCE (BIOLOGY: MOLEC, CELL, &  
DEVELOPMENT)  
SPRING 2020 (06/12/20)  
UW: 98.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 2.92

PRIOR DEGREE:  
SHORELINE COMM COLL  
DEGREE: AA 6/14

SUMMARY OF TRANSFER CREDIT:  
→ SEATTLE CENTRAL COLLEGE 5.0  
→ EDMONDS COMM COLL 5.0  
→ SHORELINE COMM COLL 132.5  
CHEM 120 AND CHEM 142 ARE PARALLEL COURSES.  
5 CREDITS TOTAL ALLOWED.  
TRANSFER CREDIT ACCEPTED: 90.0

# Other Important Aspects of Entering Coursework



Entering Test Credits



Entering Foreign Coursework



Entering Military Coursework



College Credit Earned in High School



Current and Future Coursework



Course Classification



Post-Submission Changes and Academic Change Requests

# Post-Processing Changes

- What is an Academic Change Request?
- Where and How to Submit an Academic Change Request?
- What Categories are Frequently Requested and Frequently Denied?
- How Long Does it Take?

# Your Application is Now Processed

Congratulations Elle Phant,

Your 2024 AMCAS application has completed processing. You are required to review your verified coursework and GPA. Please log in to AMCAS to review your application using the Print Application option located on the right side of the Main Menu in the application panel.

A legend for AMCAS verification marks is available in the [2024 AMCAS Applicant Guide](#).

\*\*\* Important \*\*\*

If you find discrepancies, or you disagree with changes made during the verification process after reviewing your application, you are responsible for submitting an Academic Change Request. The "Academic Change Request" button is available in the Quick Links panel on the left side of the Main Menu of the application. You must review the areas AMCAS will evaluate in an **Academic Change Request** before submitting your request.

AMCAS will not change or correct:

- Course names, titles, or numbers
- Updated grades and hours for certain types of courses that were left off the application and did not appear on any official transcript at the time of processing, including:
  - Current (CC)
  - Deferred Grade (DG)
  - Honors (H) - AMCAS does not add the Honors type if omitted by the applicant
  - Incomplete (I)
- Any other sections or items in your application

*\*AMCAS Academic Change Request policies are subject to change each application year.*

As part of our effort to continually improve our services, **you may be receiving an invitation to participate in a very brief survey** regarding the processing of your application and documents. We value your feedback and encourage you to take just a few minutes to complete the survey.

Sincerely,

AMCAS Operations

# Where to Submit an Academic Change Request

Elle Phant

AAMC ID

213.

Gender

Decline to Answer

Date of Birth

07/02/1985

Country of Birth

USA

Email

\_\_\_\_\_@yahoo.com

Birth State

AL

Birth City

selma

Some information is centrally managed by AAMC and cannot be edited on this page. To edit your legal name, preferred name, birth, and gender, go to [My AAMC Profile](#)

EDIT MY PROFILE

Application

AMCAS Processing is Complete

Identifying Information

✓ Completed

Schools Attended

✓ Completed

Biographic Information

✓ Completed

Course Work

✓ Completed

Work/Activities

✓ Completed

Letters of Evaluation

✓ Completed

Medical Schools

✓ Completed

Essays

✓ Completed

Standardized Tests

✓ Completed

PRINT TRANSCRIPT REQUEST FORMS

PRINT LETTER REQUEST FORMS

PRINT APPLICATION

VIEW APPLICATION STATUS HISTORY

Quick Links

ACADEMIC CHANGE REQUEST

UPDATE ADVISOR RELEASE

Learn more about the AAMC Fee Assistance Program

View AMCAS Participating Medical Schools and Deadlines

Find AMCAS resources on the Tools and Tutorials page

Visit the AMCAS website

Medical School Admission Requirements (MSAR)

Review AMCAS transcript processing timelines

FOLLOW US ON TWITTER

My Document Statuses

Transcripts (1)

Birmingham-Southern College (Birmingham)

Not Required


View All Transcript Statuses

Letters of Evaluation (0)

You have no letters attached to your application

VIEW ALL DOCUMENT STATUSES

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## Academic Change Request



AAMC ID: 213

The Academic Change Request process allows applicants to address verification errors or omissions that have a direct impact on the calculated AMCAS GPAs or the determined Primary Undergraduate School.



Please [review the AMCAS GPA policies](#), corrections made by AMCAS to your Academic Record during verification, and your own calculations before contacting AMCAS or submitting this request.

Before you submit this request, [review the changes that can be made by AMCAS](#) if re-verification is warranted.

If you have reviewed the policies and information referenced above and would like to request re-verification of your academic information, complete the form below.

Select the reason for your Academic Change Request:\*

- ☐ Recompute the following GPA/hours
- ☐ Reverify the following courses
- ☐ Add the following courses
- ☐ Delete the following courses
- ☐ Update the following school information

Please provide the details about your request:\*

CANCEL

SUBMIT REQUEST

# Frequently Requested for Review

- Grades and Hours
- Course Classification
- Academic Status
- Omitted Courses or Grades (not Current or Future courses)
- Remove Courses (added by AMCAS)
- Degree Date, Degree Type, Major and Minors (non-specific)



# Frequently Requested and Frequently Denied

- Edit Course Name or Course Numbers
- Add or Update Current or Future Coursework or Institutions
- Update Incomplete or Deferred Courses
- Delete Course Entries
- Enter Multiple or Specific Major/Minor

# How Long Does it Take

Processing is usually 3-5 business days



# Questions and Answers