

BRIDGTON ACADEMY

COLLEGE ARTICULATION PROGRAM

To: Students enrolled in CAP courses

From: Registrar's Office

RE: Procedure to follow to request transcript(s) of CAP course(s) completed

To request a transcript for CAP courses check the list of CAP courses below and the corresponding colleges granting credits. If you completed more than one CAP course, please check to determine if you need to request transcripts from more than one college. *You must submit a separate form to each college granting credits. Visit each school's website to download the transcript request and/or their policy for requesting a transcript.*

DO NOT REQUEST TRANSCRIPTS THROUGH BRIDGTON ACADEMY.

A transcript showing the course you completed and the grade earned will be sent to the college that you designate. The registration fee, which you paid upon enrollment in the course, should cover the cost of this transcript

About two weeks after the transcript request, check with the college that you will attend to be sure that the transcript from the CAP college has been received and that the course and grade have been recorded in your file. Please note that the college receiving the transcript (the one you will be attending) determines whether you receive transfer credits or not. Most, but not all, colleges accept transferred CAP credits. In general, you must have earned a "C" or above for the credits to transfer.

IMPORTANT NOTICE

Transcripts are not usually available from the CAP colleges until late June. If you submit the request earlier, expect a delay in processing.

Course Listing for 2006-2007 School Year

<u>CAP Course at BA</u>	<u>College Course Number & Credit Hours</u>		<u>College to Contact</u>
College Composition	EN 1200	3 Hours	Plymouth State Univ.
Intro to Literature	EN 1300	3 Hours	Plymouth State Univ.
Intro to Psychology	PS 2010	3 Hours	Plymouth State Univ.
History of America West	HIDI 1207	3 Hours	Plymouth State Univ.
Oceanography	ESDI 2140	3 Hours	Plymouth State Univ.
Early American Encounters	HIDI 1205	3 Hours	Plymouth State Univ.
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Intro to Environmental Science	ENV 104	3 Hours	Univ. of New England
Intro to Internet and WWW	ITM 102	3 Hours	Univ. of New England
Intro to Microcomputer Software	ITM 100	3 Hours	Univ. of New England
Precalculus	MAT 180	3 Hours	Univ. of New England
College Chemistry I	CHE 110	4 Hours	Univ. of New England
College Chemistry II	CHE 111	4 Hours	Univ. of New England
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Prob & Stats	MAT 120D	3 Hours	Univ. of Southern Maine
Calculus	MAT 152D	3 Hours	Univ. of Southern Maine
Accel. Calculus (1 st Sem)	MAT 152D	3 Hours	Univ. of Southern Maine
Accel. Calculus (2 nd Sem)	MAT 153	3 Hours	Univ. of Southern Maine

CAP College addresses (for all correspondence regarding CAP credits):

University of New England
 Office of the Registrar
 Student Administrative Services Center
 716 Stevens Ave.
 Portland, ME 04103-2670
 207-797-7261 ext. 4200
www.une.edu

Plymouth State University
 Office of the Registrar
 17 High St.
 Plymouth, NH 03264
 603-535-2345
www.plymouth.edu

University of Southern Maine
 Office of the Registrar – Transcript Department
 37 College Ave
 Gorham, ME 04038
 207-780-5230
www.usm.maine.edu