

# Admissions & Records Office

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**Oceanside, Building 3300:** 760.795.6620

**San Elijo, Building 1100:** 760.634.7870

**Community Learning Center, Building 300:** 760.795.8710

[www.miracosta.edu/student-services/admissions](http://www.miracosta.edu/student-services/admissions)

The Admissions and Records Office is responsible for processing applications, registering students in credit and noncredit community education classes, processing grades, maintaining academic records, sending transcripts to other schools, evaluating records for graduation, and enforcing academic regulations. The function of Admissions and Records is handled in three locations: the Oceanside Campus, the San Elijo Campus, and the Community Learning Center (Adult High School and noncredit classes).