
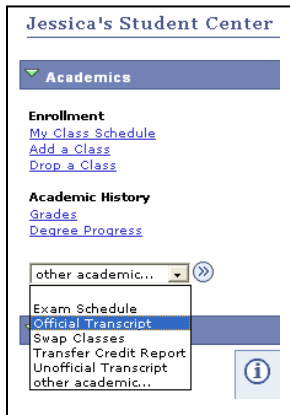
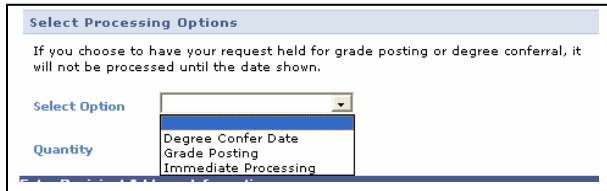


Request Official Academic Transcript

- Log on to MECC webpage www.mecc.edu.
- Click on **MECC Online** to go to the MECC *Online* information page.
- Click on the **MECC Online Login** button.
- Enter your User Name and Password.
- Click on **VCCS SIS8.9 – Student Information System**
- Click **Self Service**.
- Click **Student Center**.
- Click on **Official Transcript** in the **other academic...** dropdown box.
- Click the  **GO** button.



- Select **Mountain Empire Community College** in the **Select Institution** dropdown box.
- In the **Select Option** dropdown box select either **Degree Confer Date**, **Grade Posting**, or **Immediate Processing**.



- If you selected the option of either **Degree Confer Date** or **Grade Posting** you must also select a term in the **Select Term** dropdown box.

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.



- In **Quantity** enter the number of official transcripts to be sent to one address.
- In **Recipient Address Information** you may request the academic transcript be mailed to you at your mailing address or enter the name and address or another person or institution.
 - To request a transcript mailed to your address:
 - In the **Recipient Address Information** check **Send To My Address** and in the **Address Type** dropdown box select **Mailing Address**.

- The mailing address defaults to the one the College has on file. If your address is different click on **Edit Address**, make the changes and click **OK**. Your current address will appear.
 - Click the 'green' **Submit** button.
 - To request a transcript mailed to another person or institution:
 - In the **Recipient Address Information** section enter the name of the person or institution in the **Send To** box.
 - Click **Edit Address** and enter the address, city, state, and zip. Ignore the Residence/Juris: box.
 - Be certain you include the name of the specific office (i.e. Admission) when the address is to an educational institution or business.
 - Click **OK**.
 - Click the 'green' **Submit** button.
- Next you will see the **Transcript Request Confirmation** with a **Request #**. Print this page by clicking the **Print Icon** in the Standard Toolbar of your browser.
- **Note:** Students are unable to **print** 'Official' academic transcripts from MECC *Online*. 'Official' transcripts must be requested directly from the Registrar and are generally mailed directly to an employer or educational institution. You may request an 'Official' academic transcript by either:
 - Following the above directions to request an 'Official' Academic Transcript.
 - Submitting a written request to the Registrar by printing a copy of **Request for Transcript of Grades** form located at this link:
<http://www.me.vccs.edu/dept/admiss/forms/transcript-request.pdf>
 - Mail or FAX (276-523-8297) a written request including your name, address, phone, social security number, student emplid (if known), and signature. Also include the 'Send To' name and address. Mail to Registrar, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219.