
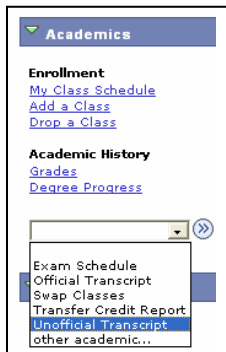
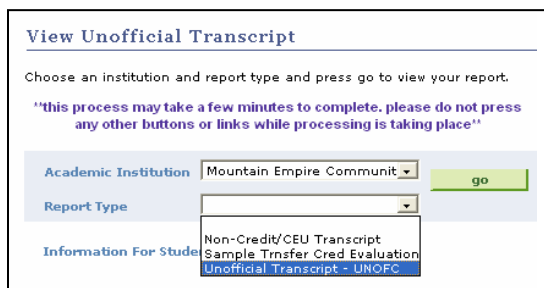


View and Print Unofficial Academic Transcript

- 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 **Unofficial Transcript** in the **other academic...** dropdown box.
- Click the  **GO** button.



- Select **Mountain Empire Community College** as **Academic Institution**.
- In the **Report Type** dropdown box select **Unofficial Transcript**.
- Click the 'green' **go** button.

A screenshot of the 'View Unofficial Transcript' form. The form has a title 'View Unofficial Transcript' and a subtitle 'Choose an institution and report type and press go to view your report.' Below this is a warning message: '"this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place"'. The form contains two dropdown menus: 'Academic Institution' with 'Mountain Empire Communit' selected, and 'Report Type' with 'Unofficial Transcript - UNOFC' selected. A green 'go' button is located to the right of the 'Academic Institution' dropdown. Below the dropdowns is a section titled 'Information For Student' with a link to 'Unofficial Transcript - UNOFC'.

- Your unofficial academic transcript will appear.
- To print a copy of your unofficial transcript click 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 directions to request an 'Official' Academic Transcript from MECC *Online*. The link to these directions are published in **Directions for Using MECC Online**.
 - 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 (276-513-8297) a written request including your name, address, phone, social security number, and student emplid (if known). Mail to Registrar, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219.