


MANAGING MY ADDRESS

1. Click **Self Service>Student Center**. Under the **Personal Information** section at the bottom of the screen, click the **Mailing Address** link. The addresses that are in the system for you will be listed. **MAIL** is your official address.
2. Click **edit** next to address type you wish to update or click the **Add a New Address** button to add a new address.
3. Enter the correct Address, City, State, and Postal information. Click the magnifying glass by the **Residence/Juris** box. Click on the Jurisdiction-City/County column header to alphabetize that column. If you are a Virginia resident, choose the county you live in. If you are not a Virginia resident, choose the state you live in. Click **OK** to save your address change.
4. Enter the date you wish the corrected or added address to take effect and choose the address type(s) that best describes the address that was corrected or added. Click **Save**.
5. Confirm the Save by clicking **OK**.


MANAGING MY PHONE NUMBERS

1. Click **Self Service>Student Center**. Under **Personal Information** click the **Main Phone** link. A list of your current phone numbers appears.
2. To **change** an existing **Phone Number**, click in the box of the current Phone Number, highlight and delete it, and enter the correct **Phone Number** in the box. Click **Save**. Click **OK** to **Confirm**.
3. To **remove** an existing **Phone Number**, click the **delete** button located to the right of the Phone Number. Click **Save**. Click **OK** to **Confirm**.
4. To **add** a new **Phone Number**, click **Add a Phone Number**. Enter the new Phone Number in the new row of boxes. Each **Phone Number** must have a unique type. You may indicate your **main contact Phone Number** by selecting the **Main** under Phone Type. Click **Save**. Click **OK** to **Confirm**.


VIEW MY GRADES

1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "other academic...", select **Grades**, and click the  icon.
2. Click the **Change Term** button to select the term to view.
3. Click the **Printer Friendly Page** link to print a copy.


MY DEGREE PROGRESS REPORT

1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "other academic...", select **Academic Requirements**, and click the  icon.
2. You can view the report online or click the **View Report as PDF** button to print/save the report.
*Requirements not satisfied are displayed in **bold** print and the statement "Not Satisfied" displayed in **red**.
*Requirements that have been satisfied are displayed in normal type face.
*Unused courses will be listed at the end.
3. Print this transcript when planning your class schedule for next semester to ensure you take correct courses to meet graduation requirements in your program.

VIEW/PRINT UNOFFICIAL TRANSCRIPT

1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "other academic...", select **Transcript: View Unofficial**, and click the  icon.
2. Select **Mountain Empire Community College** as **Academic Institution**. In the Report Type dropdown box, select **Unofficial Transcript**. Click the **Go** button.
3. Print a copy using the print icon on the browser toolbar.

REQUEST OFFICIAL TRANSCRIPT

1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "other academic...", select **Transcript: Request Official**, and click the  icon.
2. Select **Institution**. Select **Option** indicating when to issue transcript. Enter the **quantity** of transcripts needed.
3. If transcript is to be mailed to your address, check the box by **Send to My Address**. Otherwise enter the **Send To information** and click **Edit Address**.
4. Click **OK** and then Submit button.

AN SO MUCH MORE!

Click **Self Service>Student Center** to:

- * find and email your **Academic Advisor**
- * see details on **Holds** that may interrupt services
- * see **To Do Lists** describing action you must take to receive financial aid or other services.

Sign out! Always click **Sign Out** to logout of the system.

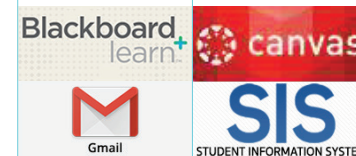
Mountain Empire Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice-President of Financial and Administrative Services, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, 276-523-2400, Virginia Relay users dial 711.



Single Login Access to:
Blackboard, E-mail, and Student Information System

ACCESSING MECC ONLINE

1. In your Internet browser, in the **Address** field, type www.mecc.edu.
2. Click on MECC Online on the right side of your screen: MECC Online provides a common point of entry to access Blackboard, Student Email, and academic information via our Student Information System (SIS). Some SIS functions are only available to students who have been enrolled within the last three years.
3. Enter your **Username** (i.e. apc576) and **Password** and click **Sign In**.
4. After successfully logging in to **MECC Online**, you can then choose the application you want to access:



TO FIND YOUR MECC ONLINE USERNAME OR CHANGE YOUR PASSWORD

1. If you do not know your Username or you don't remember your password, go to www.mecc.edu and click on **MECC Online**. Click on the **Forgot Password** link or the **Forgot Username** link to continue.

*Follow the directions on the screen. You may need to use the Advanced Password Reset Tool in some instances.

For additional assistance, go to:
<http://www.mecc.edu/technology-assistance/>.



**Mountain Empire
Community College**

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MANAGING MY ADDRESS

Your MECC student email account (Gmail) is accessed through **MECC Online**. Check your student email account frequently to ensure you are promptly notified of events that affect your **Campus Finances, Financial Aid or enrollment in classes**. The MECC student email system will be used to notify you of Financial Aid Awards or if you have been dropped from classes for non-payment. It will also be used to inform you of other debts owed to MECC and actions that you must take to ensure any refunds due to you are made as scheduled. Send questions about your Campus Finances account to eCashier@me.vccs.edu.

GENERAL INFORMATION FOR USING THE STUDENT INFORMATION SYSTEM

When you are changing or reviewing your academic or personal information, you must select certain values to tell the system which information you need. Fields that require specific values have a drop down box so that you can select the value for which you want information. Some fields will have a magnifying glass that you can click on to look up needed information.

User preferences allow you to set values that automatically appear in certain fields. **You should select MECC as the default value for Institution**. Selecting default values for academic career, term, and financial aid year will save you time in using online functions. But you will need to remember to update these fields with the new values once the semester or year has been completed.

1. In the **Main Menu**, click **Self Service>Student Center**. Under the **Personal Information** section at the bottom of the screen, click on the **User Preferences** link.


If MECC isn't selected as your Institution, choose it from the drop down list. To make other changes, continue to step 2. Otherwise, click **Save**.

2. Click the drop down arrow for **Academic Career**. Select **Credit** if you are enrolled in a degree or certificate program.
3. In order to select a default **Term**, you must have chosen a default **Academic Career**. Click the magnifying glass beside the **Term** box to select the term. This value will need to be updated each semester for you to see the most current information.
4. To choose a default **Aid Year**, click on the magnifying glass and select the year. Please note that for academic year 2014-2015, you would choose aid year 2015. This value will need to be updated each year for you to see the most current information.
5. Review selections and click **Save** when finished.

VIEW MY FINANCIAL AID AWARDS

1. In the **Main Menu**, click **Self Service > Student Center**. Under the **Finances** section in the middle of the screen, click on the **View Financial Aid** link.
2. Click the desired Aid Year. The most current year is listed at the top. You will see **anticipated aid**, which is the aid you will receive if you are enrolled at least full-time (12 credits). If you are enrolled less than full time, your aid will be decreased proportionately* when it is disbursed to your account. If the aid disbursed to your account is not enough to pay all tuition, you must pay the balance due.
**For most kinds of financial aid, if you are enrolled in 9-11 credits, you will receive 75% of the anticipated aid shown. If you are enrolled in 6-8 credits, you will receive 50%. If you are enrolled for less than 6 credits, you will receive 25%.*

VIEW MY CLASS SCHEDULE

1. In the **Main Menu**, click **Self Service > Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "**other academic...**", select **Class Schedule**, and click the  icon.
2. Your current class schedule will appear. (If scheduling for the next term has begun, you will need to choose which term you want to see.) To print your schedule, scroll to the bottom of the screen and click on the **Printer Friendly Page** link. Print your schedule using the printing options for your browser.

CHANGING MY CLASS SCHEDULE

To Search for a Class:


1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click on the **Search** link.
2. Check the values for **Institution** and **Term** to make sure you are searching at MECC for the correct term. Enter Course Prefix into the **Subject** box or click the **Select Subject** button to select the subject from a list. Enter the Course Number into the **Course Number** box. (i.e. ENG 111)
3. Click **Search**.

To Add Classes:

1. Click on **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click on the **Enroll** link.
2. Enter **Class Nbr** (example 22079) from the course schedule and click **Enter**, or choose a search method, click the **Search** button, and follow the instructions above To Search for Class.
3. If you enter a class number and click enter, you will see information about your course. To proceed, click **Next**. If you searched for courses, click the **Select** button that corresponds with the section you want to enroll in. Click **Next** to Proceed. After you have entered or selected all the courses you want, click the **Proceed to Step 2 of 3** button.

4. If the courses listed are correct, click **Finish Enrolling**. A message will display for each class indicating whether you were successfully enrolled or if an error was encountered.
5. Click **My Class Schedule** to view your class schedule.

To Drop Classes:

1. Click **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "**other academic...**", select **Enrollment: Drop**, and click the  icon.
2. Verify the term listed is the desired one. Place a by the class or classes you wish to drop. Click the **Drop Selected Classes** button.
3. Review the class or classes chosen and click the **Finish Dropping** button to drop the classes.
4. Click **My Class Schedule** to view your revised class schedule.


NOTE:

*If you drop a class **after the last date to withdraw**, the grade automatically becomes an "F" grade.

*If you drop **after the last date to add but before the last date to withdraw**, you will receive a grade of "W."

*Be sure to verify whether your grade is "W" or "F" and refer questions to the Registrar's Office.

To Swap Classes:

1. Click on **Self Service>Student Center**. Under the **Academics** section at the top of the screen, click the drop down arrow for the field that says "**other academic...**", select **Enrollment: Swap**, and click the  icon.
2. Select a class from your schedule to swap from.
3. Search for a class or enter the class number of a class to swap to.
4. Select the class you want and click **Next**. Click **Next** again and click the **Finish Swapping** button to proceed with the class swap.
5. Click **My Class Schedule** to view your revised class schedule.