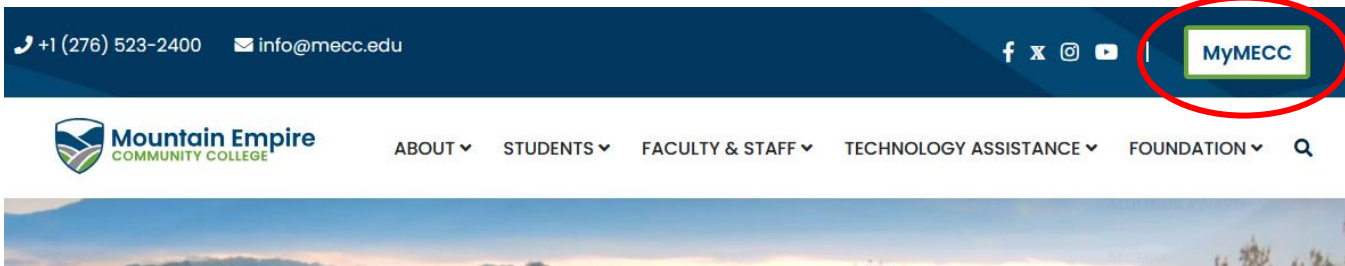




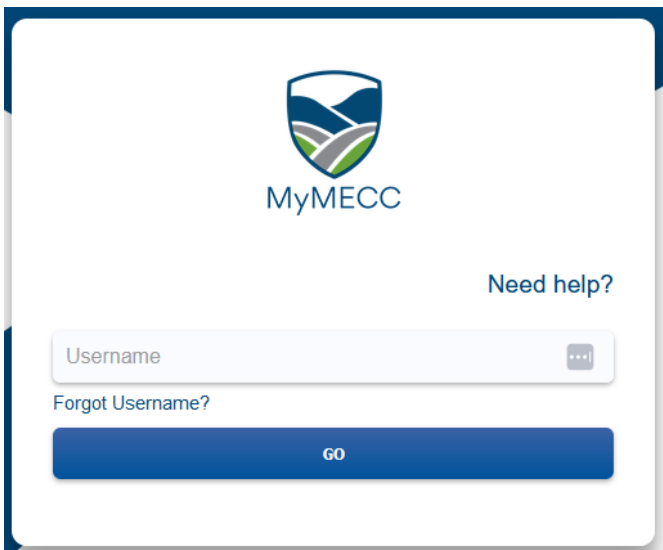
How to Apply for Graduation

Step 1: Logging in to MyMECC and Accessing the Graduation Application

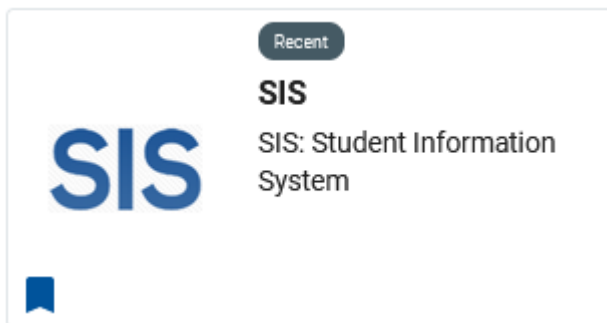
Begin by logging in to MyMECC. Click on the MyMECC icon in the righthand corner of www.mecc.edu.



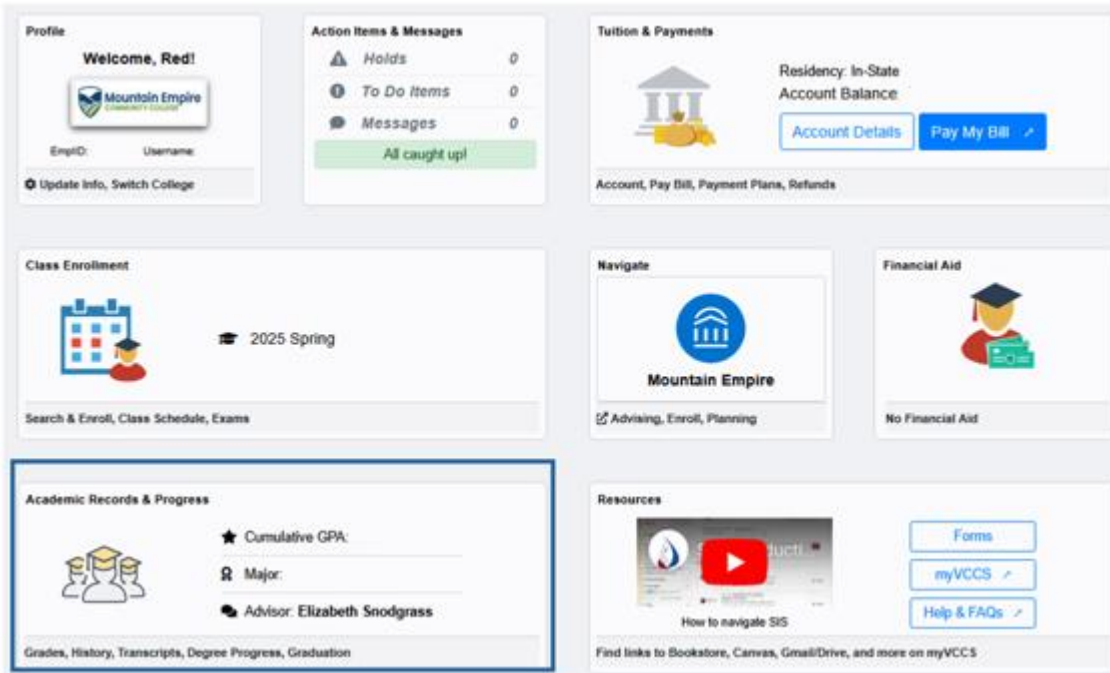
Enter your MyMECC username and password on the login screen.



Select the SIS (Student Information System) tile.



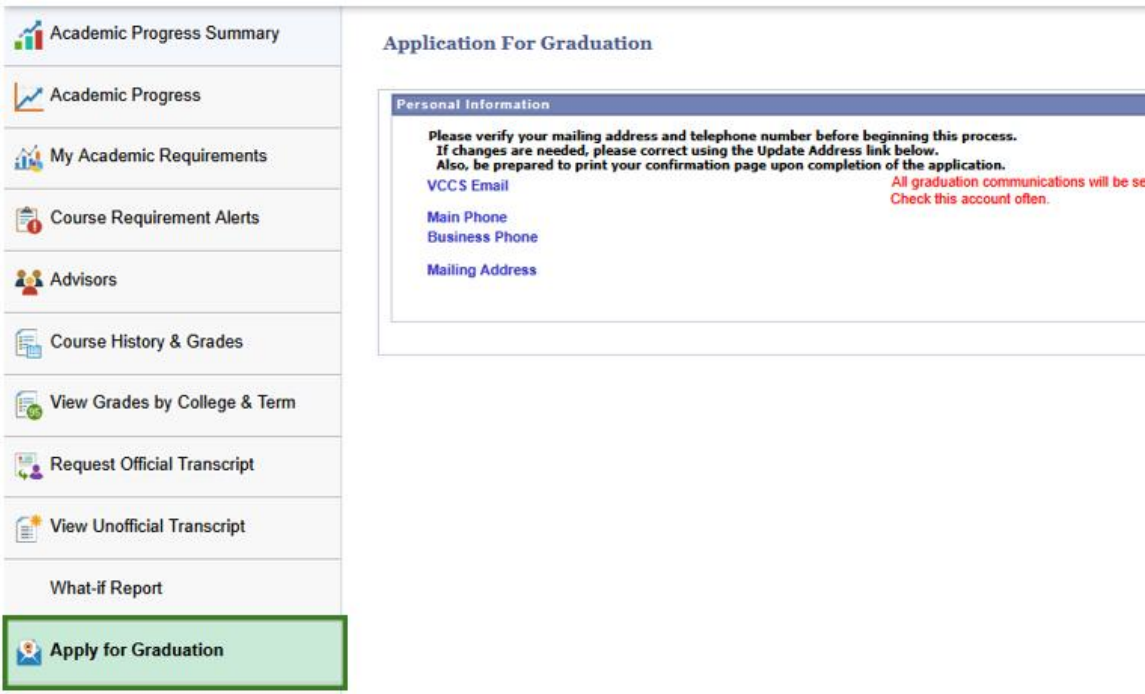
Select the Academic Records & Progress section of the student homepage.



The screenshot shows a student dashboard with several sections:

- Profile:** Welcome, Red! Mountain Empire Community College. EmpID: Username. Update Info, Switch College.
- Action Items & Messages:** Holds: 0, To Do Items: 0, Messages: 0. All caught up!
- Tuition & Payments:** Residency: In-State, Account Balance. Account Details, Pay My Bill.
- Class Enrollment:** 2025 Spring. Search & Enroll, Class Schedule, Exams.
- Navigate:** Mountain Empire. Advising, Enroll, Planning.
- Financial Aid:** No Financial Aid.
- Academic Records & Progress (highlighted):** Cumulative GPA, Major, Advisor: Elizabeth Snodgrass. Grades, History, Transcripts, Degree Progress, Graduation.
- Resources:** Forms, myVCCS, Help & FAQs. How to navigate SIS. Find links to Bookstore, Canvas, Gmail/Drive, and more on myVCCS.

Select Apply for Graduation from the list of headings.



The screenshot shows the 'Application For Graduation' page. On the left is a sidebar menu with the following items:

- Academic Progress Summary
- Academic Progress
- My Academic Requirements
- Course Requirement Alerts
- Advisors
- Course History & Grades
- View Grades by College & Term
- Request Official Transcript
- View Unofficial Transcript
- What-if Report
- Apply for Graduation** (highlighted with a green border)

The main content area is titled 'Application For Graduation' and contains a 'Personal Information' section with the following text:

Please verify your mailing address and telephone number before beginning this process. If changes are needed, please correct using the Update Address link below. Also, be prepared to print your confirmation page upon completion of the application.

VCCS Email All graduation communications will be sent to this account. Check this account often.

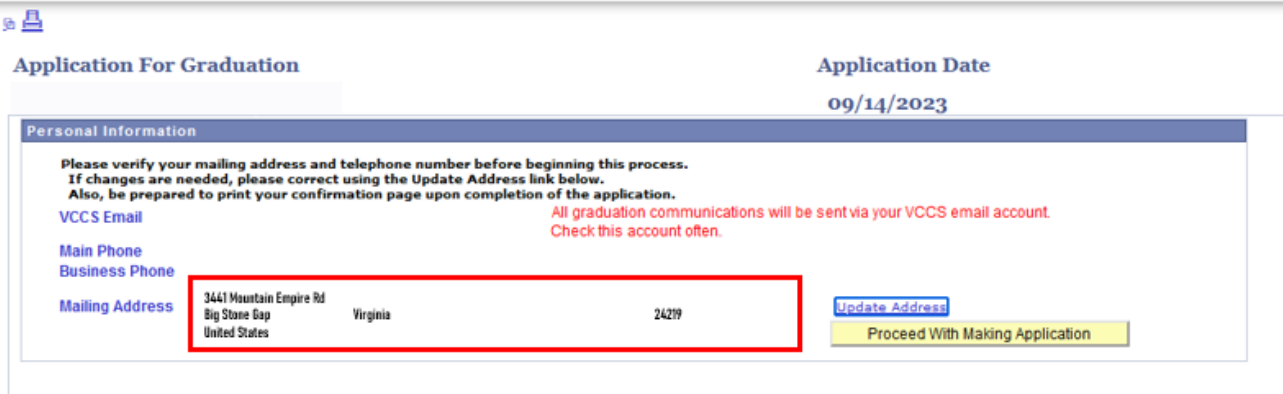
Main Phone

Business Phone

Mailing Address

Step 2: Updating Your Address (Skip to Step 3 if mailing address is correct)

Before beginning your application, verify that your mailing address is correct. This is the address that your diploma will be mailed to. If the address is correct, proceed to Step 3. If it is not correct, select the Update Address link to update your mailing address.



Application For Graduation **Application Date**
09/14/2023

Personal Information

Please verify your mailing address and telephone number before beginning this process.
 If changes are needed, please correct using the Update Address link below.
 Also, be prepared to print your confirmation page upon completion of the application.

VCCS Email All graduation communications will be sent via your VCCS email account.
Check this account often.

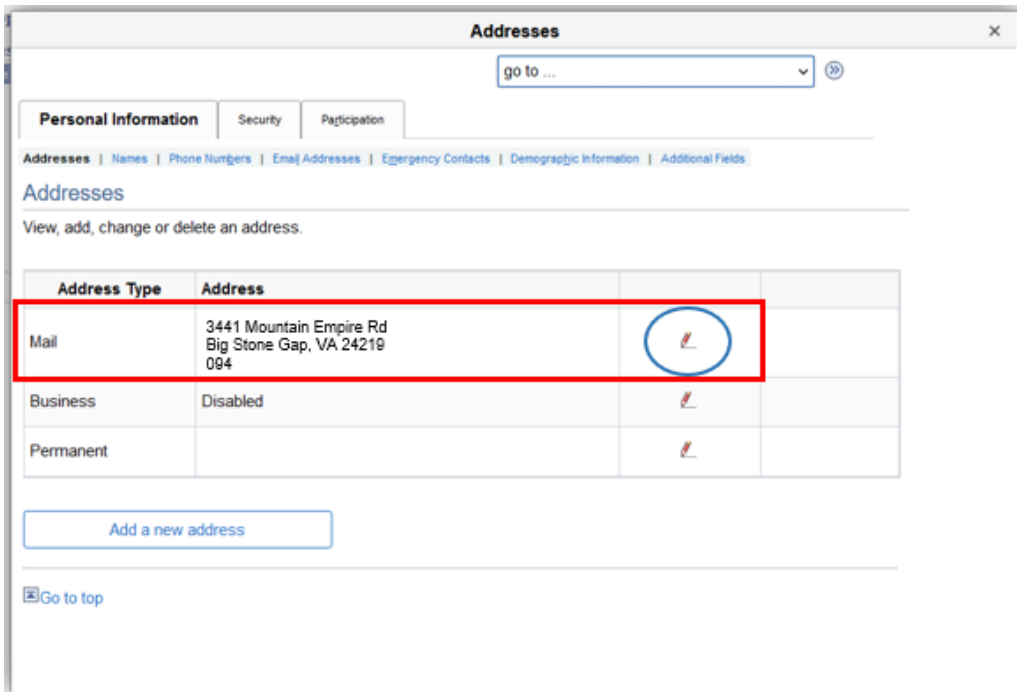
Main Phone

Business Phone

Mailing Address 3441 Mountain Empire Rd
Big Stone Gap Virginia 24219 [Update Address](#)

[Proceed With Making Application](#)

Select the Pencil icon next to your mailing address to edit the address.



Addresses




go to ...

Personal Information | Security | Participation

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Additional Fields](#)

Addresses

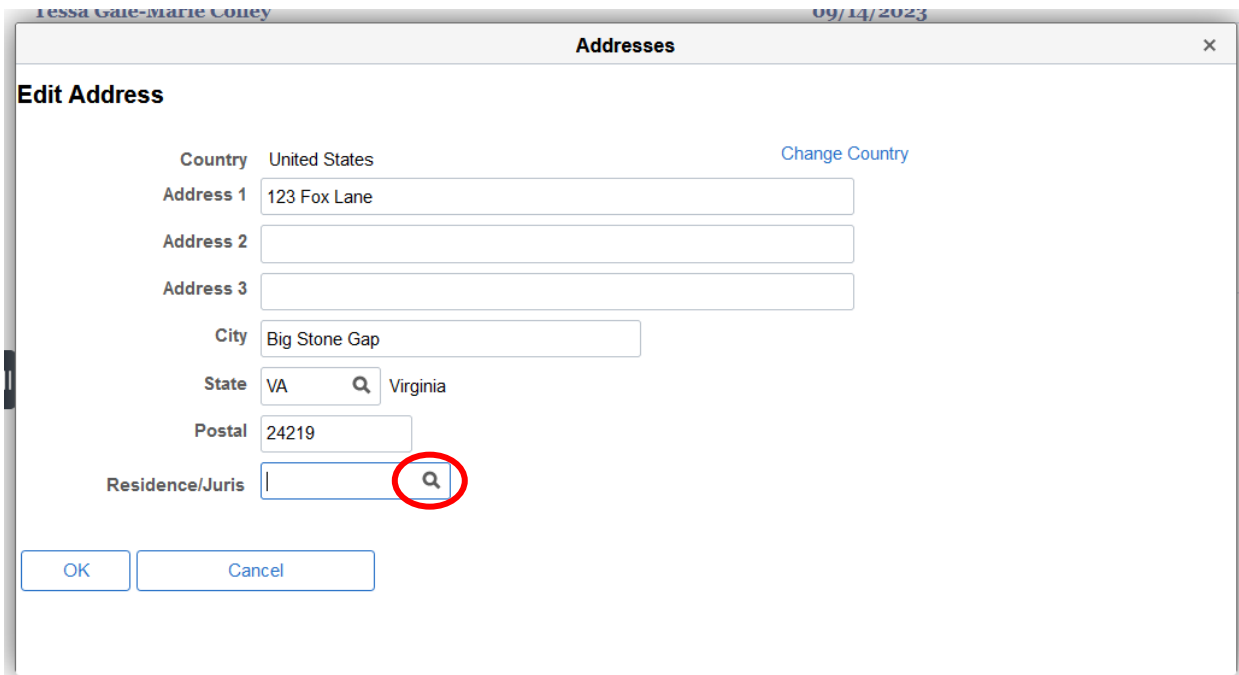
View, add, change or delete an address.

Address Type	Address		
Mail	3441 Mountain Empire Rd Big Stone Gap, VA 24219 094		
Business	Disabled		
Permanent			

[Add a new address](#)

[Go to top](#)

Enter your new mailing address in Address 1, City, State, and Postal. Click the magnifying glass in the Residence/Juris field.



Edit Address

Country: United States [Change Country](#)

Address 1: 123 Fox Lane

Address 2:

Address 3:

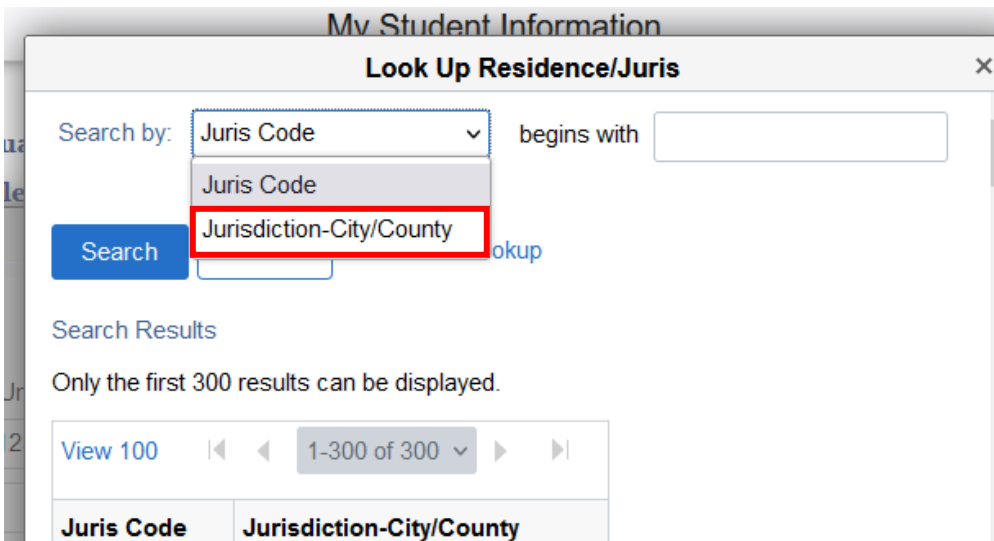
City: Big Stone Gap

State: VA Virginia

Postal: 24219

Residence/Juris:

Select the Search By drop-down menu and select Jurisdiction-City/County.



Look Up Residence/Juris

Search by: begins with

Search Results

Only the first 300 results can be displayed.

View 100 | 1-300 of 300

Juris Code	Jurisdiction-City/County
------------	--------------------------

Enter the county that your mailing address is in and then click search. Select your county from the Search Results.

Look Up Residence/Juris

Search by: Jurisdiction-City/County ▾ begins with Wise

Search Cancel Advanced Lookup

Search Results

View 100 |◀◀ 1-1 of 1 ▶▶

Jurisdiction-City/County	Juris Code
WISE	094

Verify your updated address is correct and click OK.

Addresses

Edit Address

Country United States [Change Country](#)

Address 1 123 Fox Lane

Address 2

Address 3

City Big Stone Gap

State VA Virginia

Postal 24219

Residence/Juris 094 WISE

OK Cancel

Click **Save** to save the changes to your mailing address.

[Addresses](#)

Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Change Address


123 Fox Lane
Big Stone Gap, VA 24219
094

[Edit Address](#)

Address Types

- Mail
- Business
- Permanent *

Date changes will take effect


09/19/2023  (example: 12/31/2000)

[Save](#)

Click **Cancel** to return to the graduation application. Your updated address will now appear on your application.

[Change Address](#)

Save Confirmation

 The Save was successful.

[OK](#)

[Cancel](#)

Personal Information

Please verify your mailing address and telephone number before beginning this process.

If changes are needed, please correct using the [Update Address](#) link below.

Also, be prepared to print your confirmation page upon completion of the application.

VCCS Email

All graduation communications will be sent via your VCCS email account.
Check this account often.

Main Phone

Business Phone

Mailing Address 123 Fox Lane
Big Stone Gap Virginia 24219
United States

[Update Address](#)

[Proceed With Making Application](#)

Step 3: Completing Your Graduation Application

After verifying that your mailing address and other personal information is correct, click the Proceed with Making Application icon.

Application For Graduation

Application Date

09/14/2023

Personal Information

Please verify your mailing address and telephone number before beginning this process.
If changes are needed, please correct using the Update Address link below.
Also, be prepared to print your confirmation page upon completion of the application.

VCCS Email

All graduation communications will be sent via your VCCS email account.
Check this account often.

Main Phone

Business Phone

Mailing Address

3441 Mountain Empire Rd
Big Stone Gap
Virginia

24279

Update Address

Proceed With Making Application

The Search Institution and Term section will appear. Enter **ME299** as the institution. Click the magnifying glass to view the list of available terms and select the one that applies to you. Then click Continue.

Search Institution and Term

If the institution and/or term for which you are applying for graduation is not available for selection, contact the institution.

* Select Institution

ME299

Mountain Empire Community Coll

[Application for Graduation Tutorial](#)

** Select Term

2234

2023 Fall

Graduation Instructions

We recommend you meet with your academic advisor and review all instructions prior to submitting your graduation application.
After submission, changes cannot be made to the graduation application. Please email graduation@mecc.edu for assistance.

Continue

In the Academic Plan section, click the checkbox for ALL programs that you are applying to graduate from. You are only able to submit one graduation application per term.

Academic Plan

Please check the box(es) of the Degrees / Certificates for which you are applying.

Select	Institution	Requirement Term	Campus	Acad Plan	Plan Description	Degree / Certificate
<input checked="" type="checkbox"/>	Mountain Empire Community Coll	2021 Fall	Main	221-190-01	Health Sciences	CSC
<input type="checkbox"/>	Mountain Empire Community Coll	2021 Fall	Main	221-190-07	Pharmacy Technician	CSC
<input type="checkbox"/>	Mountain Empire Community Coll	2022 Spring	Main	697	University/College Transfer	AA&S

Verify that your primary name is correct in the Diploma/Certificate Name section. This is exactly how your name will appear on your diploma. Changes to your name cannot be made through the graduation application. To update your name, submit an Information Change Form and required documentation to Enrollment Services (enroll@mecc.edu).

Note – Changing your preferred name in SIS will not make changes to your primary name. The only way to change your primary name is by submitting the Information Change Form.

Diploma / Certificate Name

Please review your name below. Contact the college if updates are needed.

First Name

Middle Name

Last Name

Suffix

This is EXACTLY how your name will appear on your Diploma / Certificate.
If you have any questions please refer to the Instructions on the Confirmation Page.

Fynneus Red Fox

In the Questionnaire section, review the questions and select all that apply to you. If you are a dual enrollment student, make sure to enter the name of your high school.

Questionnaire

I plan to attend the Commencement Ceremony.

I may be in need of physical assistance at the Commencement Ceremony.

Reviewed Curriculum Requirements with a Counselor / Advisor?

Met with advisor	Name		
<input checked="" type="checkbox"/>	<input type="text" value="Dora Long"/> <input type="button" value="Q"/>	Add Another Advisor	Delete This Advisor

I am enrolled in a dual enrollment program.

Name of the high school/home school:

Course Exception Form submitted for approval

Request for Credit by Prior Learning submitted for approval

I am currently enrolled at another college and will transfer credits to MECC to help meet graduation requirements. Upon completion of these courses, I will have my official academic transcripts sent to MECC.

Read the information in the Instructions for Submitting Your Application section and click the I Agree checkbox at the bottom. Review your graduation application to verify that all information is correct and then click Submit.

Instructions For Submitting Your Application	
<p>By submitting this form electronically, I acknowledge:</p> <ol style="list-style-type: none"> 1. I have verified the above information is correct and understand that online changes cannot be made after submission. 2. I have read and agree to abide by the graduation instructions and policies as stated in the college catalog. 3. Upon submission of this form a confirmation notice appears. I will retain a copy of this for my records. 4. If I do not meet the requirements for graduation by the last day of the semester/term in which I am applying, I must reapply during a future semester/term. 5. By submitting the Application for Graduation and agreeing to the items in this section you are authorizing the use of an electronic signature. 	
<input checked="" type="checkbox"/> I Agree	<input type="button" value="Submit"/>

A confirmation page will appear with a message that your application was successful. Additional details regarding graduation will be at the bottom of the confirmation page.

Institution	Requirement Term	Campus	Acad Plan	Plan Description	Degree
Mountain Empire Community Coll	2021 Fall	Main	221-190-01	Health Sciences	CSC

Your Application For Graduation Was Successful!

PLEASE PRINT THIS PAGE AND KEEP IT WITH YOUR RECORDS.

Thank you for submitting your Fall 2023 graduation application! This application is only valid for the semester in which you have applied. Should you not meet all graduation requirements in the semester for which you have applied, you will be required to submit another graduation application for the semester in which you will finish all requirements.

Students who have successfully completed all graduation requirements in December are invited to participate in the May Commencement Ceremony.

Prior to the ceremony, Grad Day will be held on April 26, 2024, at 11:00 a.m. in the Goodloe Center, Phillips-Taylor Hall. Grad Day is an opportunity to verify that your information is correct for the commencement program and learn more about the schedule of the ceremony. Attendance is mandatory for those planning to walk in the Spring ceremony.

The Spring 2024 Commencement Ceremony is scheduled for May 10, 2024, at 6:00 p.m.

Your degree/certificate will be mailed to the address in SIS approximately four weeks after the end of the semester. When the degree/certificate is mailed, a notice will be sent to your VCCS student email account.

Please monitor your VCCS student email account and MECC's social media for additional details.