How to Apply for Graduation

Step 1: Logging in to MyMECC and Accessing the Graduation Application
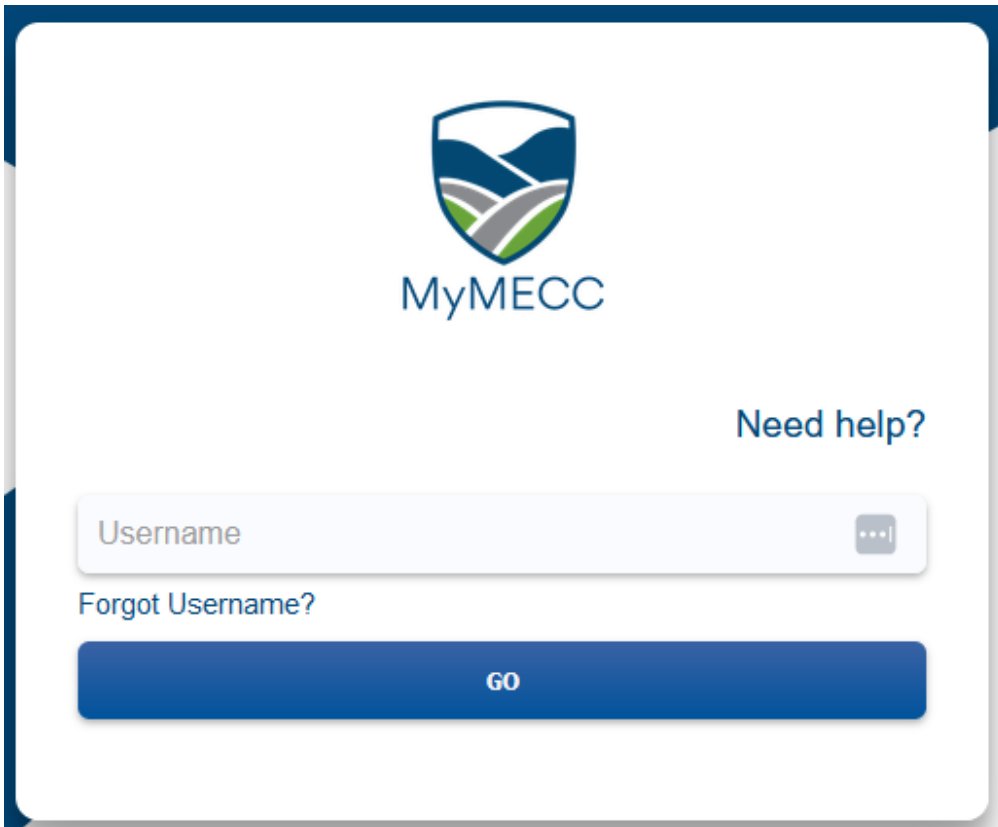
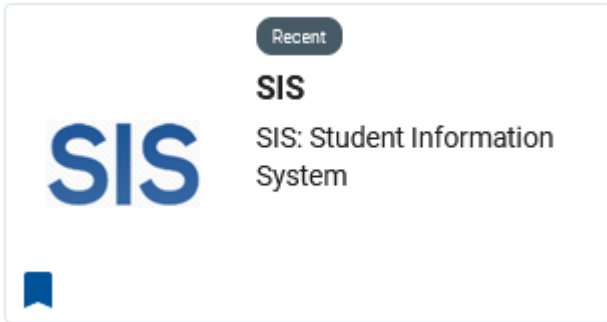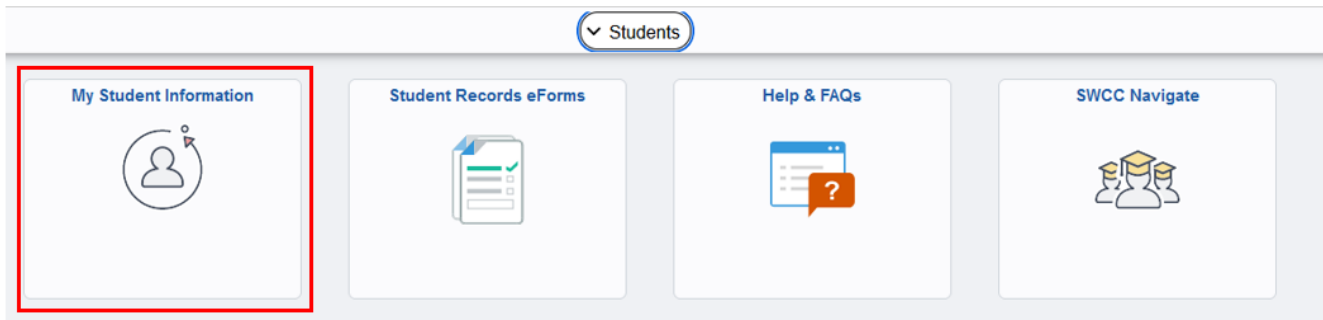Begin by logging in to MyMECC. Click on the MyMECC icon in the righthand corner of www.mecc.edu.

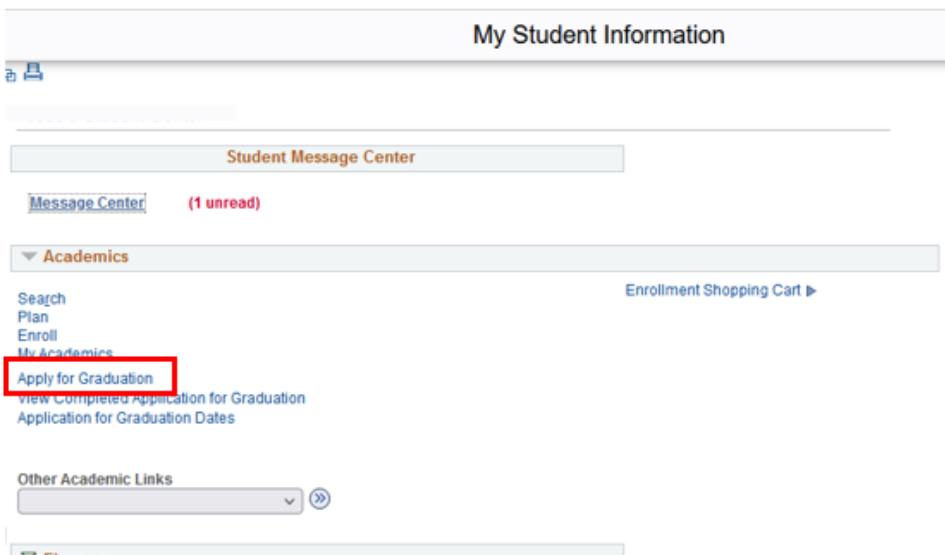Enter your MyMECC username and password on the login screen.

Select the SIS (Student Information System) tile.

Select the My Student Information tile.

Select the Apply for Graduation link under Academics.

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.

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

Enter your new mailing address in Address 1, City, State, and Postal. Click the magnifying glass in the Residence/Juris field.
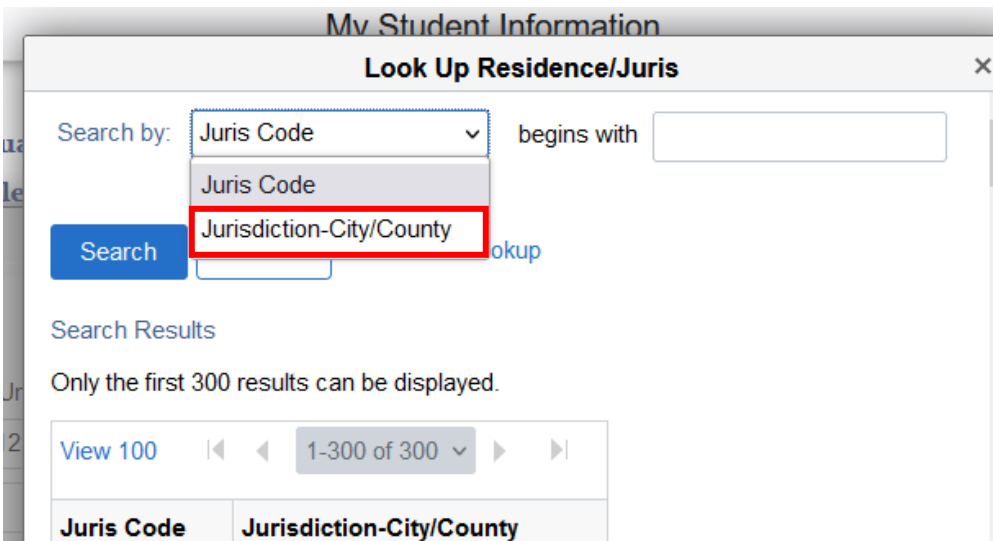
Select the Search By drop-down menu and select Jurisdiction-City/County.

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

Verify your updated address is correct and click OK.

![Mountain Empire Community College logo]

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.**

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

VCCS Email
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.

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.

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.

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	Fynneus
Middle Name	Red
Last Name	Fox
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		
☑	Dora Long 🔍	Add Another Advisor	Delete This Advisor

☑ I am enrolled in a dual enrollment program.

Name of the high school/home school:

Union High 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

By submitting this form electronically, I acknowledge:

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.

☑ I Agree   [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.

[Return to Student Center]