

# 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.

	MyMECC	
		Need help?
Username		
Forgot Username?		
	GO	



Select the SIS (Student Information System) tile.



Select the My Student Information tile.

	V Stude	ents	
My Student Information	Student Records eForms	Help & FAQs	SWCC Navigate
Å		2	

Select the Apply for Graduation link under Academics.

	My Student Information
a 🛱	
Student Message Center	
Message Center (1 unread)	
▼ Academics	
Search Plan Enroll My Academics	Enrollment Shopping Cart ►
Apply for Graduation view completed Application for Graduation Application for Graduation Dates	
Other Academic Links	



# 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.

ication For (	Graduation		Application Date
			09/14/2023
onal Informatio	n		
		nation page upon completion o	of the application.
VCCS Email Main Phone Business Phone		nation page upon completion o / (	of the application. All graduation communications will be sent via your VCCS email account. Check this account often.

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

			Ad	dresses				×
				go to		<b>~</b> (>>	)	
Personal Informatio	n Security	Participation						
Addresses   Names   Pho Addresses	ne Numbers   Emai	Addresses   Eme	rgency Contacts	Demographic Inform	ation   Additional Fields			
View, add, change or de	lete an address							
Address Type	Address							
Mail	3441 Mountai Big Stone Ga 094	in Empire Rd p, VA 24219			(			
Business	Disabled				L			
Permanent					1			
Add a new a	address							



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

Tessa Gale-Marie Colle	by 09/14/2023
	Addresses ×
Edit Address	
Country	United States Change Country
Address 1	123 Fox Lane
Address 2	
Address 3	
City	Big Stone Gap
State	VA Q Virginia
Postal	24219
Residence/Juris	
OK Car	ncel

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

_		My Student Information	
		Look Up Residence/Juris	×
ua le	Search by:	luris Code   Juris Code  Jurisdiction-City/County	
	Search Search Result	s	
Jr	Only the first 3	00 results can be displayed.	
2	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.

09/14/2023

Lo	ook Up Residence/Ju	ıris ×
Search by: Jurisdiction-City/C	County 🗸 begins with	Wise
Search Cancel Adv Search Results	vanced Lookup	
View 100	✓ ▶ ▶	
Jurisdiction-City/County	Juris Code	
WSE	094	

Verify your updated address is correct and click OK.

1 C35a Gale-Maile Colle

	Addresse	s
it Address		
Country	United States	Change Country
Address 1	123 Fox Lane	۵
Address 2		
Address 3		
City	Big Stone Gap	
State	VA Q Virginia	
Postal	24219	
Residence/Juris	094 <b>Q</b> WISE	
OK Car	cel	



Click Save to save the changes to your mailing address.

### Addresses

### **Change Address**

ate changes will take effect Save

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.

Ch	ange Address		Address Types
1	123 Fox Lane Big Stone Gap, VA 24219 094	Edit Address	☑ Mail ☐ Business ☐ Permanent *
,			

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

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

# Change Address Save Confirmation Image: Market Confirmation Image: Confirmati



Please verify yo If changes are Also, be prepa	our mailing address and telephone needed, please correct using the l red to print your confirmation page	number before beginnin Update Address link belo upon completion of the	g this process. w. application.
VCCS Email		All graduation communica Check this account often.	ations will be sent via your VCCS email account.
Main Phone Business Phone			
Mailing Address	123 Fox Lane		Update Address
	Big Stone Gap Virginia	24219	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.

oplication For O	Graduation		Application Date
			09/14/2023
ersonal Informatio	n		
IT changes are no	reded, please correct	, using the Opdate Ad	JORESS INK DEIOW.
Also, be prepared VCCS Email	d to print your confirm	mation page upon con	mpletion of the application. All graduation communications will be sent via your VCCS email account. Check this account often.
Also, be prepared VCCS Email Main Phone Business Phone	d to print your confirm	nation page upon con	mpletion of the application. All graduation communications will be sent via your VCCS email account. Check this account often.

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	l Term			
If the institution and	or term for whic	h you are applying for graduation is not avai	able for selection, contact the institution.	
* Select Institution	ME299	Q Mountain Empire Community Coll	Application for Graduation Tutorial	
** Select Term	2234	2023 Fall		
Graduation Instructi	ons			
We recommend you	meet with your a	academic advisor and review all instructions	prior to submitting your graduation application.	
After submission, cl	anges 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 chec	ck the box(es) of the Degrees / Certificates for	which you are applyir	ıg.			
Select	Institution	Requirement Term	Campus	Acad Plan	Plan Description	Degree / Certificate
	Mountain Empire Community Coll	2021 Fall	Main	221-190-01	Health Sciences	CSC
	Mountain Empire Community Coll	2021 Fall	Main	221-190-07	Pharmacy Technician	CSC
	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 (<u>enroll@mecc.edu</u>).

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.

ease review your name	e below. Contact the colleg	je if updates are needed.
	First Name	Fynneus
	Middle Name	Red
	Last Name	Fox
	Suffix	
This is EXACTLY how y If you have any questio	our name will appear on y ns please refer to the Instr	/our Diploma / Certificate. ructions on the Confirmation Page.
	-	

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	e Commencement Ceremony.						
🗌 I may be in need o	f physical assistance at the Commencement Ceremony.						
🔽 Reviewed Curriculi	Reviewed Curriculum Requirements with a Counselor / Advisor?						
Met with advisor	Name						
	Dora Long Q	Add Another Advisor	Delete This Advisor				
✓ I am enrolled in a	dual enrollment program.						
Name of the high s	chool/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.



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 Su	iccessful!				
, ,					
PI FASE PRINT THIS PAGE AND KEEP IT WITH	H YOUR RECORDS.				
Thank you for submitting your Fall 2023 gradua equirements in the semester for which you ha equirements.	ation application! This appli ve applied, you will be requ	cation is only valid for the semeste ired to submit another graduation	r in which you hav application for the	e applied. Should you not meet all g semester in which you will finish all	raduation
Students who have successfully completed all	graduation requirements ir	December are invited to participa	te in the May Com	mencement Ceremony.	
Prior to the ceremony, Grad Day will be held on s correct for the commencement program and	April 26, 2024, at 11:00 a.n learn more about the sche	n. in the Goodloe Center, Phillips-T dule of the ceremony. Attendance i	aylor Hall. Grad D s mandatory for th	ay is an opportunity to verify that you lose planning to walk in the Spring c	r information ceremony.
The Spring 2024 Commencement Ceremony is	s scheduled for May 10, 20	24, at 6:00 p.m.			
'our degree/certificate will be mailed to the add o your VCCS student email account.	dress in SIS approximately f	four weeks after the end of the sen	nester. When the c	legree/certificate is mailed, a notice	will be sent
Please monitor your VCCS student email acco	unt and MECC's social mee	dia for additional details.			

Return to Student Center