TRANSCRIPT EVALUATION ROADMAP

*This roadmap applies to students who have attended another college or have credit for prior learning AND are pursuing a degree at MC. If you are not seeking a degree, you do not need to submit an official transcript; simply contact a counselor or department chair for assistance with the English assessment waiver or course prerequisite overrides as needed.

1. Apply for admission & declare a major
   - Online: https://www.montgomerycollege.edu/admissions-registration/application.html
   - In-person: Visit Raptor Central.

2. Submit official transcript(s)
   - By e-mail (secure Web link sent by your institution only): transcriptevaluation@montgomerycollege.edu
   - Online portal: Varies by institution. Check with your institution for more information.
   - By mail: Mail to Records and Registration. Make sure your transcript is in a college-sealed envelope.
   - In-person: Drop off at Records and Registration. Make sure your transcript is in a college-sealed envelope.

Access your e-mail through MyMC. Visit www.montgomerycollege.edu and click on MyMC on the top right corner. E-mail is sent upon receipt of your transcript(s).

3. Check MC e-mail for receipt

4. Wait while transcript is in process
   - Online: https://www.montgomerycollege.edu/admissions-registration/application.html
   - In-person: Visit Raptor Central.

   Transcripts are reviewed for courses that meet the graduation requirements in your program so you do not need to take them at MC. A grade of “CR” or “P” will be assigned to courses that are transferred in, and it does not affect your GPA. The process may take up to 4-6 weeks due to a large volume of transcripts received. To ensure your transcript is reviewed before the first date of registration, submit your transcript by:
     - September 1 for Spring
     - March 1 for Summer
     - April 1 for Fall

When notified, view your accepted credits in MyMC. If you have questions about your transcript evaluation, e-mail the transcript evaluator at transcriptevaluation@montgomerycollege.edu.

5. Check MC e-mail for updates

6. Meet with a counselor/advisor
   - To make an appointment with a counselor, log onto MyMC and click on StarFish.
   - To find out who your program’s advisor is, visit https://www.montgomerycollege.edu/academics/program-advising/index.html.

7. Register for classes
   - Online: Register through MyMC.
   - In-person: Visit Records and Registration.