

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.*

STUDENT

1 Apply for admission & declare a major



2 Submit official transcript(s)



3 Check MC e-mail for receipt



4 Wait while transcript is in process



5 Check MC e-mail for updates



6 Meet with a counselor/advisor



7 Register for classes

- Online: <https://www.montgomerycollege.edu/admissions-registration/application.html>
- In-person: Visit Raptor Central.

- 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).

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.

To learn how transfer credits impact your plan of study, see a counselor or academic 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>.
- Online: Register through MyMC.
- In-person: Visit Records and Registration.