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): transfercredit@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.

3. **Check MC e-mail for receipt**
   - 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).

4. **Wait while transcript is in process**
   - 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

5. **Check MC e-mail for updates**
   - When notified, view your accepted credits in MyMC. If you have questions about your transcript evaluation, e-mail the transcript evaluator at transfercredit@montgomerycollege.edu.

6. **Meet with a counselor/advisor**
   - 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.

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