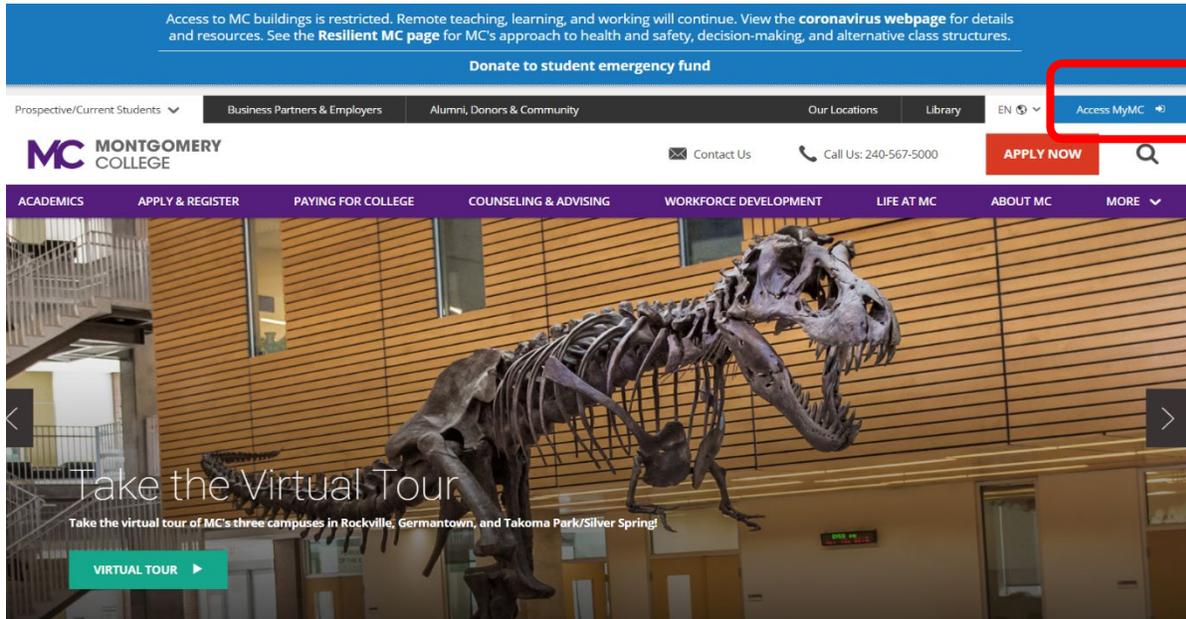


Printing An Unofficial Transcript

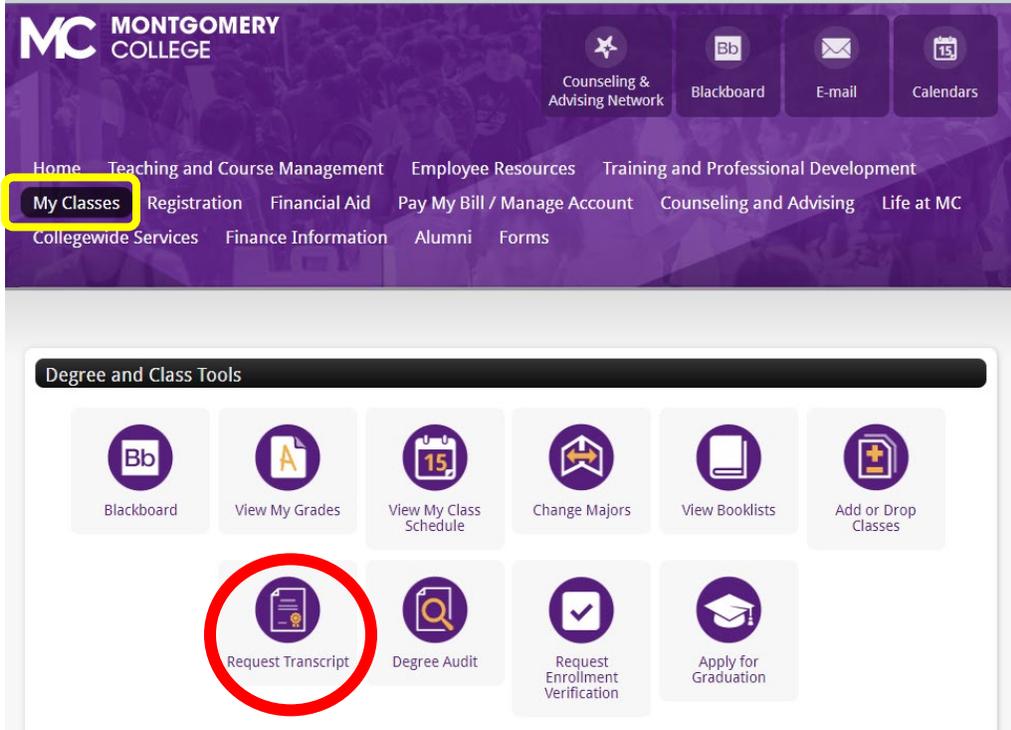
1. At the montgomerycollege.edu homepage, click the Access MyMC icon located in top right corner.



2. Using your credentials, log into MyMC.



- Under My Classes, click on Request Transcript option. (Note: Don't feel alarmed if you do not see as many options on your screen. As a student, you should see the 'My Classes' option). Click 'Request Transcript'.



- You will be brought to the Request MC Transcript or Enrollment Verification page. Click on the 'View Free Unofficial Transcript' option. (4th option from top).

Request MC Transcript or Enrollment Verification

Due to suspended services until May 18, 2020, all outgoing transcripts must be requested through Parchment.

Montgomery College offers different kinds of transcripts.

Unofficial transcripts are a good way to see how you're progressing through your plan. Unofficial transcripts are free.

Official transcripts are needed for transferring to other schools and sometimes for job applications. There is a small fee for official transcripts. They are available in paper or electronic versions. Paper transcripts can be mailed to an address you choose or you can pick it up in person.

In addition, some people just need to prove they are enrolled in the college. The free enrollment verification serves that purpose. You can learn more about enrollment verification [here](#).

You may not be able to get your transcript if there is a hold on your account.

To get the kind of transcript you choose, or to check on the progress of a previous request, select the appropriate link below:

Request Official Transcript:

- [Electronic Transcript](#)
- [In-Person Pickup](#)
- [View Status of Mailed MC Transcript Requests](#)
- [View Free Unofficial Transcript](#)
- [Request Enrollment Verification](#)
- [View Holds](#)

RELEASE: 8.8.4.1

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5. At the 'Display Transcript – Select Level and Type' screen, you must choose your transcript level and type.
 - a. Transcript Level
 - i. All Levels – Credit and Non Credit classes
 - ii. Credit – Only credit classes
 - iii. Non Credit – Only Non Credit classes
 - b. Transcript Type
 - i. Official
 - ii. Web Transcript

(Note: Due to Covid 19 you can only choose Web Transcript for noncredit classes).

6. Sample of Outputs below based on Transcript Level chosen:
 - a. All Levels and Web Transcript

Credit Classes	Term: Fall 1999 Academic Standing: Good Standing Additional Standing: Dean's List										
	Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R		
	AC	201	Rockville	CR	PRINC OF ACCOUNTING I	A	4.000	16.00			
	MA	160	Rockville	CR	ELEM APPLIED CALCULUS I	F	4.000	0.00	E		
	Term Totals (Credit)										
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
	Current Term:			8.000	4.000	4.000	4.000	16.00	4.00		
	Cumulative:			50.000	43.000	43.000	43.000	148.00	3.44		
	Unofficial Transcript										
	Term: Spring 2000										
Academic Standing: Good Standing											
Additional Standing: Dean's List											
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R			
AC	202	Rockville	CR	PRINC OF ACCOUNTING II	B	4.000	12.00				
MA	160	Rockville	CR	ELEM APPLIED CALCULUS I	A	4.000	16.00	I			
Term Totals (Credit)											
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA			
Current Term:			8.000	8.000	8.000	8.000	28.00	3.50			
Cumulative:			58.000	51.000	51.000	51.000	176.00	3.45			
Unofficial Transcript											
Term: Summer I - 2000											
Academic Standing: Good Standing											
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R			
CA	141	Rockville	CR	INTRO TO DATABASE APPL I	A	3.000	12.00				
CMP	481	Rockville	NC	NETSCAPE COMMUNICATOR	RE	0.000	0.00				
CMP	482	Rockville	NC	HTML SESSION 1	RE	0.000	0.00				
CMP	488	Rockville	NC	HTML SESSION 2	RE	0.000	0.00				
CMP	489	Rockville	NC	HTML SESSION 3	RE	0.000	0.00				
CMP	490	Rockville	NC	HTML SESSION 4	RE	0.000	0.00				
HE	100	Rockville	CR	PRIN HEALTH LIVING	B	1.000	3.00				
Term Totals (Credit)											
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA			

Credit and Non Credit Classes

b. Credit and Web Transcript

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : _____

Curriculum Information

Current Program

Major: Business

***Transcript type:WEB is NOT Official ***

DEGREES AWARDED

Awarded: Associate of Arts Degree Date: May 22,2009

Curriculum Information

Primary Degree

Program: Business

Major: Business

INSTITUTION CREDIT -Top-

Term: Fall 1997

Academic Standing:

Additional Standing: Dean's List

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
BA	101	Off Campus - Takoma Park	CR	INTRO TO BUSINESS	A	3.000	12.00	
MG	101	Off Campus - Takoma Park	CR	PRINC MANAGEMENT	B	3.000	9.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	21.00	3.50
Cumulative:	6.000	6.000	6.000	6.000	21.00	3.50

Unofficial Transcript

Term: Spring 1998

c. Non Credit and Web Transcript

Name :

Curriculum Information

Current Program

Major: Cont Ed - Undeclared

***Transcript type:WEB is NOT Official ***

INSTITUTION CREDIT -Top-

Term: Summer II 1996

Academic Standing:

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
MGT	054	Rockville	NC	PROG MGMT INST CERT PROG PLAN	CP	1.950	0.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Term: Summer I - 2000

Academic Standing:

Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
CMP	481	Rockville	NC	NETSCAPE COMMUNICATOR	RE	0.000	0.00	
CMP	482	Rockville	NC	HTML SESSION 1	RE	0.000	0.00	
CMP	488	Rockville	NC	HTML SESSION 2	RE	0.000	0.00	
CMP	489	Rockville	NC	HTML SESSION 3	RE	0.000	0.00	
CMP	490	Rockville	NC	HTML SESSION 4	RE	0.000	0.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Term: Fall 2000

Academic Standing:

Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
CMP	536	Rockville	NC	ACCESS II	RE	0.000	0.00	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00