Updating Your Addresses & Phone Number

To Correct My MAILing Address

1. Click **Self Service>Student Center.** Under **Personal Information** click **Addresses** and then click the **Go** button. Your current address information appears. **MAIL** is your official address.
2. Click **edit** next to Mail address type.
3. Enter the correct **Address, City, State, and Postal** information.
4. Click **OK.**
5. Enter the date you wish the new address to take effect.
6. Click **Save.**
7. Confirm the Save by clicking **OK.**

To Add a New Address

1. Click **Add a New Address** button.
2. Enter the correct **new Address, City, State, County, and Postal** information in the labeled boxes.
3. Click **OK.**
4. Verify address and select address type. Enter date the new address will take effect.
5. Click **Save.**
6. Confirm the Save by clicking **OK.**

To Update My Telephone Number

1. Click **Self Service>Student Center.** Under **Personal Information** click **Phone Numbers** and then click the **Go** button. A list of your current phone numbers appears.
2. To **change** an existing **Phone Number,** click in the box of the current Phone Number, highlight and delete it, and enter the correct **Phone Number** in the box. Click **Save.** Click **OK** to **Confirm.**
3. To **remove** an existing **Phone Number**, click the **delete** button located to the right of the Phone Number. Click **Save.** Click **OK** to **Confirm.**
4. To **add** a new **Phone Number**, click **Add a Phone Number.** Enter the new Phone Number in the new row of boxes. Each **Phone Number** must have a unique type. You may indicate your **main contact Phone Number** by selecting the **Main** under Phone Type. Click **Save.** Click **OK** to **Confirm.**

Sign out Always click **Sign Out** to logout of the system.

View Grades and Transcripts

View My Grades

1. Click **Self Service>Student Center>Grades.**
2. Select the term to view.
3. Click on the 'green' **change** button.
4. Click the **Printer Friendly Version** button to print a copy.

Degree Progress Report - View & Print

1. Click **Self Service>Student Center>Degree Progress.**
2. Select **Academic Institution -** Mountain Empire Community College.
3. Select **Report Type-**Advisement Transcript-ADVSR.
4. Click the 'green' **go** button.
5. Requirements not satisfied are displayed in bold print and the statement "Requirements Not Satisfied" displayed in 'red.'
6. Requirements that have been satisfied are displayed in normal type face.
7. Unused courses will be listed at the end.
8. Print this transcript when planning your class schedule for next semester to ensure you take correct courses to meet graduation requirements in your program.
9. NOTE: There is a Degree Progress **What If** report that you can run to see how your coursework may apply to a different plan.

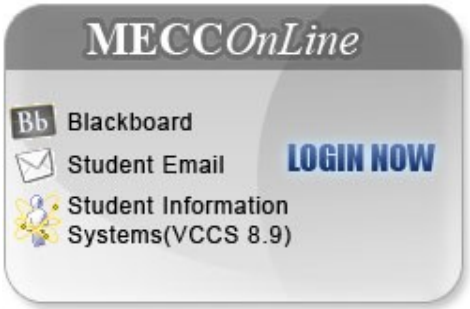
Unofficial Grade Transcript - View & Print

1. Click **Self Service>Student Center.**
2. Click **Unofficial Transcript** in the **other academic…** dropdown box.
3. Click the 'green' **go** button.
4. Select **Mountain Empire Community College** as **Academic Institution.**
5. In the **Report Type** dropdown box select **Unofficial Transcript.**
6. Click the 'green' **go** button.
7. Print a copy using the print icon on the browser toolbar.

Request Official Transcript

1. Click **Self Service>Student Center.**
2. Click **Official Transcript** in the **other academic…** dropdown box.
3. Click the 'green' **go** button.
4. **Select Institution.**
5. **Select Option** indicating when to issue transcript.
6. **Select Term** if requested.
7. Complete **Recipient Address Information**. If transcript is to be mailed to your address, select **Mailing Address**.
8. Click **Edit Address** to enter address information.
9. Click **OK** and then **Submit** button.

Mountain Empire Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designed to handle inquiries regarding the non-discrimination policies: Vice-President of Financial and Administrative Services, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, 276-523-2400, Virginia Relay users dial 711.



To Access MECC *Online*

1. In your Internet browser, in the **Address** field, type **www.mecc.edu.**
2. Click **MECC *Online***.
3. On the **MECC *Online*** information page, click the **Login** button.
4. **MECC *Online*** provides a common point of entry to access Blackboard, Student Email, and academic information via our SIS 8.9 Student Information System. Some SIS functions are only available to students who have been enrolled within the last three years.
5. Enter your **Username** (i.e. apc576) and **Password.** NOTE: Username is now used instead of EMPLID.
6. Click on **VCCS SIS8.9** to enter the Student Information System.

To FIND Your MECC *Online* Username, EMPLID, or Change/Reset your Password

1. If you do not know your Username/EmplID, go to www.mecc.edu and click **MECC *Online.*** Under **Using MECC *Online*** choose ***Help with Username or Password*** and **Find Username/EmplID.**
2. If you don't remember your **Password**, go to www.mecc.edu and click **MECC *Online.*** Under **Using MECC *Online*** choose ***Help with Username or Password*** and **Reset My Password.** If you are unable to change to a new Password, click the **online help request form.**
3. For problems with your Username, Password, Email account, or Blackboard send an email to helpdesk@me.vccs.edu.
4. For problems with VCCS SIS8.9 send an email to sishelp@me.vccs.edu.

NOTE: You MUST change your default password the first time you login.

SIS ID _____ **Username** _____

MOUNTAIN EMPIRE
COMMUNITY COLLEGE

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www.mecc.edu

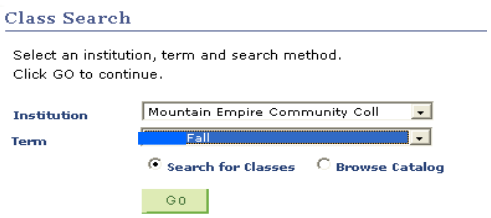
GENERAL INFORMATION

Selecting Values for Fields

When you are changing or reviewing your academic or personal information, you must select certain values to tell VCCS 8.9 which information you need.

For example, when you want to review your class schedule you must indicate the institution and the term.

Fields that require specific values have a drop down arrow ▼ to the field data entry box. To select from a list of values for the field, click the drop-down arrow. The magnifying glass allows you to Look Up needed information.
User preferences allow you to set values that automatically appear in certain fields. Selecting default values for institution, academic career, term, and financial aid year will save you time in using online functions.



1. In the **Main Menu** Click **Self Service>Student Center>Personal Information>User Preferences.** Review the current preferences. If they are OK, click **Save.** To make changes continue to step 2.
2. Click the **Institution** drop-down arrow and select **Mountain Empire Community College.**
3. Click the **Academic Career drop-down arrow.** Select **Credit**.
4. Click in the **Term** box. If you know the value for the term, enter it or **click the magnifying glass button,** and select the term.
5. Click in the **Aid Year box.** Enter your preferred **Financial Aid Year** or **click the magnifying glass lookup button** and select the default Financial Aid Year that you prefer. For the 2010-2011 academic year select Financial Aid Year of 2011.
6. Review selections and click **Save** when finished.

View My Financial Aid Awards

1. Click **Self Service>Student Center>View Financial Aid.**
2. Click the desired **Aid Year**. For 2010-2011 academic year the Aid Year is 2011. You will see anticipated aid which assumes that you are enrolled full-time (12 credits). If you are enrolled less than full time, the anticipated aid will be decreased proportionally to actual aid after the second week of classes. If the actual amount is not enough to pay all tuition, you must pay the balance before the third week of classes.

View My Class Schedule

1. Click **Self Service>Student Center>My Class Schedule>select term.**
2. Your current class schedule will appear. You may print this page from your browser using File/Print or by clicking on the Print Icon in the Toolbar of your browser.

Search for a Class

1. Click **Self Service>Student Center>Search for Classes.**
2. If you have not set your **User Preferences**, you will be asked to choose your **college name and term**.
3. Click **Go.**
4. Enter **Course Prefix into the Subject Area box** and the **Course Number into the Catalog Number box.** (i.e. ENG 111)
5. Click **Search.**

Add Classes

1. Click on **Self Service>Student Center>Add a Class>select term.**
2. **Enter Class Nbr** (example 22079) and click **Enter,** or **Search for Class** to view the **Schedule of Classes.**
3. After entering all Class Numbers, click **Finish Enrolling.**
4. **View Results** of all classes added; a 'green' check indicates you successfully enrolled, a 'red' "X" indicates you are unable to add this class.
5. Click **My Class Schedule** to view your class schedule
6. Print a copy by clicking the Print Icon in the toolbar of your browser.

Swap Classes

1. Click on **Self Service>Student Center>Swap Classes>GO.**
2. Select a class to swap from.
3. **Enter Class Nbr** of the class you want to swap to.
4. Click **Enter** button.
5. Click **Next** to **Confirm your Selection.**
6. Click **Finish Swapping** and then **View Results.**
7. Click **My Class Schedule** button to view and print a copy of your revised class schedule.

Drop Classes

1. Click **Self Service>Student Center>Drop a Class.**
2. If the desired term of classes is not listed, select another term and click **Change.**
3. Your enrolled classes will be listed.
4. Select ☑ the classes or classes you wish to drop.
5. Click the **Drop Selected Classes** button.
6. Confirm your selection and then click **Finish Dropping.**
7. **View** your results.
8. Click **My Class Schedule** to view and print revised class schedule.
9. If you drop a class after the last date to withdraw, the grade automatically becomes an "F" grade.
10. If you drop after the last date to add but before the last date to withdraw, you will receive a grade of "W."
11. Be sure to verify whether your grade is "W" or "F" and refer questions to the Registrar's Office.

Make Credit Card Payment

1. Click **Self Service>Student Center>Campus Finances>Account Inquiry.**
2. Click the **Activity** tab to view your account activity.
3. Click the **Charges Due** tab to view total charges due.
4. Click the **Payment** tab to view **posted** and **pending** payments applied to your account
5. Click the **Pending Financial Aid** tab to view financial aid you have been offered but not yet applied to your account. If you are enrolled less than full-time (12 credits) your offered financial aid may be prorated at a later date based on your level of enrollment. You may not receive the full amount of offered aid.
6. Click **Make a Payment** to pay with MasterCard or Visa credit or debit card.
7. In the **Credit Card Details First Name** and **Last Name** boxes, type the name as it appears on the credit card.
8. Choose a **Credit Card Type - Only VISA and MasterCard are currently accepted.**
9. Enter **credit card number** and **expiration date.** Do not use dashes in the credit card number.
10. Click **Next.**
11. Click **Pay Charges** to pay the full amount due.
12. You have the option of making selective payments for a specific class(es). Use the **Calculate Grand Total** button to total your selective payments.
13. Click **Next.**
14. View the **Payment Summary** to confirm payment.
15. Click **Submit.**
16. Click **View Confirmed Payment** button to view and print payment confirmation to retain as documentation.
17. To make a payment by check, instead of online with credit card, you may mail the check to MECC Cashier at the College address displayed on the front of this brochure.

Check your Email Account

Your MECC student email account (Gmail) is accessed through MECC *Online*. **Check your student email account frequently to ensure you are promptly notified of events that affect your Campus Finances, Financial Aid or enrollment in classes.** The MECC student email system will be used to notify you of Financial Aid Awards or if you have been dropped from classes for non-payment. It will also be used to inform you of other debts owed to MECC and actions that you must take to ensure any refunds due to you are made as scheduled. Send questions about your Campus Finances account to eCashier@me.vccs.edu.

Academic Advisor, Holds, To Do Lists

Click **Self Service>Student Center** and see the name of your **Academic Advisor** and email your advisor; see details on **Holds** that may interrupt services; see **To Do Lists** describing action you must take to receive financial aid or other services.