

How to View & Interpret an Unofficial Transcript

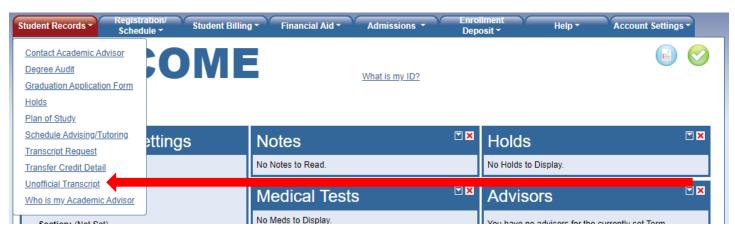
Purpose: To view and understand the academic record as established on a transcript.

Process:

- 1) Log into your EmpowerMe account at www.mercycollege.edu/empower.
- 2) Select the Student Records Tab.



3) Select the Unofficial Transcript link

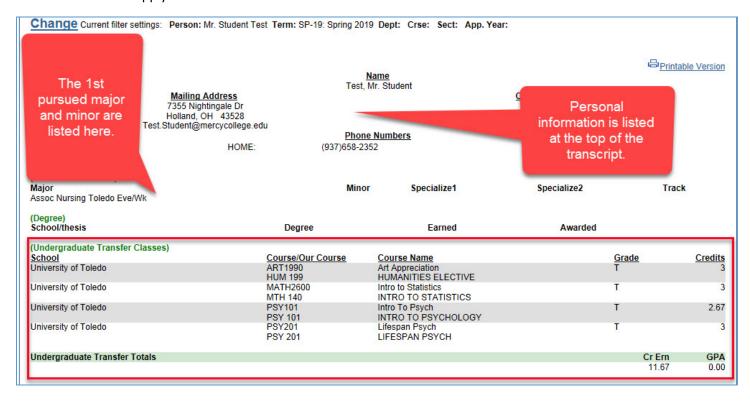


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- 4) The unofficial transcript is explained from the top to the bottom below.
 - a. Transfer credit is represented within the Undergraduate Transfer Classes category. The location, course, and number of credits transferred are represented. Transfer course grades are not transferred and do not apply to GPA.

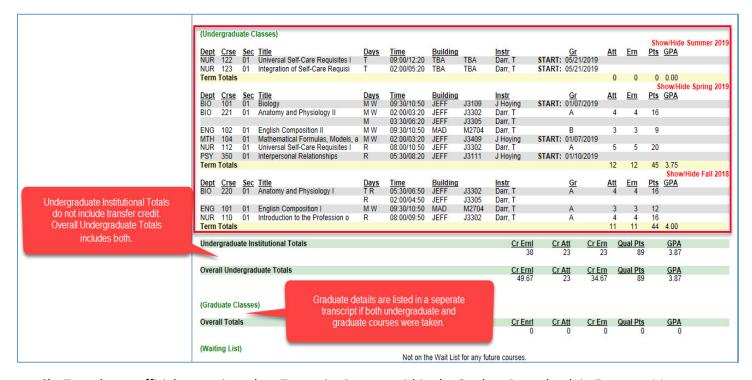


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- 5) Courses are separated by the semester in which they were taken in sequential order. Course information (ex. course title) is shown on the left and to the right grade information is provided (ex. GPA).
 - a. Gr: Course grade
 - b. Att: Attempted credit hours
 - c. Ern: Earned credit hours
 - d. Pts or Qual Pts: grade points
 - e. GPA: Grade Point Average
 - f. Cr Enrl: Total credits enrolled at Mercy College



6) To order an official transcript select *Transcript Request* within the *Student Records* tab in EmpowerMe.

For questions please contact the Office of Student Records by emailing registrar@mercycollege.edu.

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