Purpose: To view and interpret evaluated transfer credit using the unofficial transcript.

Process:

MercyCollege

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

Student Records -	tenistration	Enrollment Y	
WEI	LCOME	What is my ID?	

3) Select the Unofficial Transcript link

Student Records - Registr Sched		g • Financial Aid • Admis		lment osit •	Help - Accour	nt Settings -
Contact Academic Advisor						
Degree Audit	;OME	What is	my ID2			
Graduation Application Form						
Holds						
Plan of Study						
Schedule Advising/Tutoring	ettings	Notes	X	Holds		X
Transcript Request	,tungo	Notes		110103		
Transfer Credit Detail		No Notes to Read.		No Holds to Disp	olay.	
Unofficial Transcript						
Who is my Academic Advisor		Medical Tests	⊠ ×	Advisors	\$	
Continue (Net Cot)	J	No Meds to Display.		You have no adv	ricore for the currently co	tTorm

4) Look for the section in the unofficial transcript entitled (Undergraduate Transfer Classes).

(Undergraduate Transfer Classes)				
School	Course/Our Course	Course Name	Grade	Credits
University of Toledo	ANTH2800	Cultural Anthropology	Т	3
	SOC 211	CULTURAL DIVERSITY		
University of Toledo	ENGL1110	COLLEGE COMPOSITION I	Т	3
	ENG 101	ENGLISH COMP I		

a. School identifies the transfer institution

(Undergraduate Transfer Classes)				
School	Course/Our Course	Course Name	Grade	Credits
University of Toledo	ANTH2800	Cultural Anthropology	Т	3
	SOC 211	CULTURAL DIVERSITY		
University of Toledo	ENGL1110	COLLEGE COMPOSITION I	т	3
	ENG 101	ENGLISH COMP I		

b. Course/Our Course

i. The first line identifies the course taken at the transfer institution.



(Undergraduate Transfer Classes)				
School	Course/Our Course	Course Name	Grade Credit	<u>s</u>
University of Toledo	ANTH2800	Jy	Т	3
	SOC 211	CULTURAL DIVERSITY		
University of Toledo	ENGL1110	COLLEGE COMPOSITION I	Т	3
	ENG 101	ENGLISH COMP I		

i. The second line identifies the course equivalent at Mercy College.

(Undergraduate Transfer Classes)				
School	Course/Our Course	Course Name	Grade C	redits
University of Toledo	ANTH2800	Cultural Anthropology	т	3
	SOC 211	RSITY		
University of Toledo	ENGL1110	COLLEGE COMPOSITION I	т	3
	ENG 101	ENGLISH COMP I		

c. Credits identifies the number of credits transferred into Mercy College.

i. The first line identifies the course taken at the transfer institution.

(Undergraduate Transfer Classes)				
School	Course/Our Course	Course Name	Grade	Credits
University of Toledo	ANTH2800	Cultural Anthropology		3
	SOC 211	CULTURAL DIVERSITY		
University of Toledo	ENGL1110	COLLEGE COMPOSITION I	т	3
	ENG 101	ENGLISH COMP I		

For questions, please, email the Office of Student Records at <u>Registrar@mercycollege.edu</u>.