

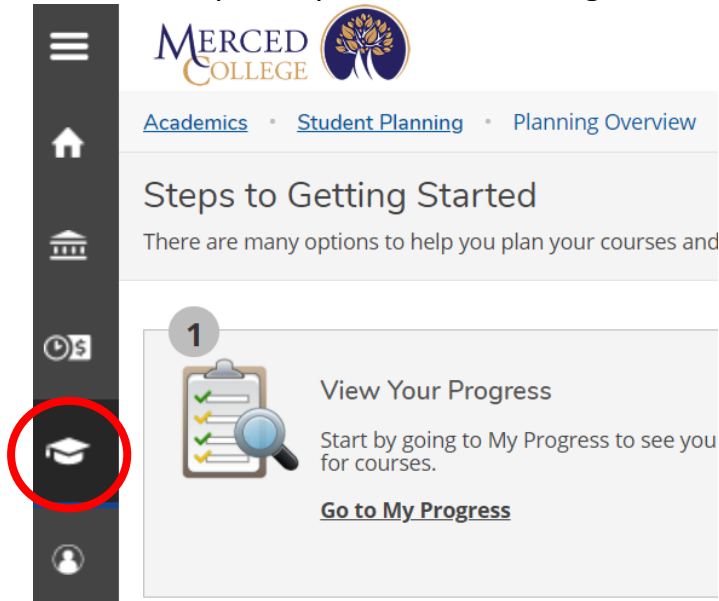
How to View, Save, or Print Your Merced College Unofficial Transcripts

1. Go to the MC Student Portal website: mc4me.mccd.edu
2. Sign in with your login information and click “Log On.”

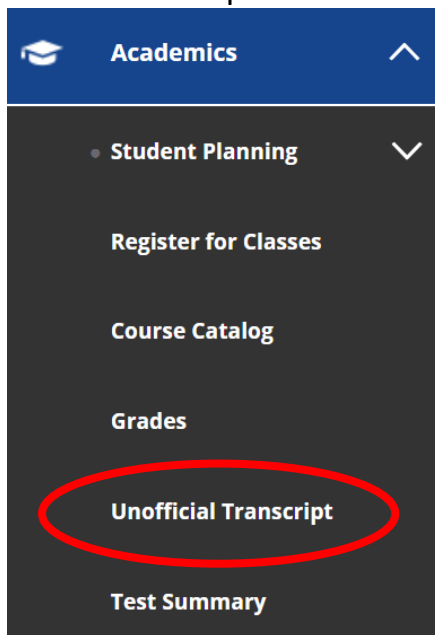
If you don't know the login info, you can click “New to the portal? Find your username” to get your username.

3. On the right side of the Portal, click the WebAdvisor for Students menu, then click Academic Planning, then click Student Planning.

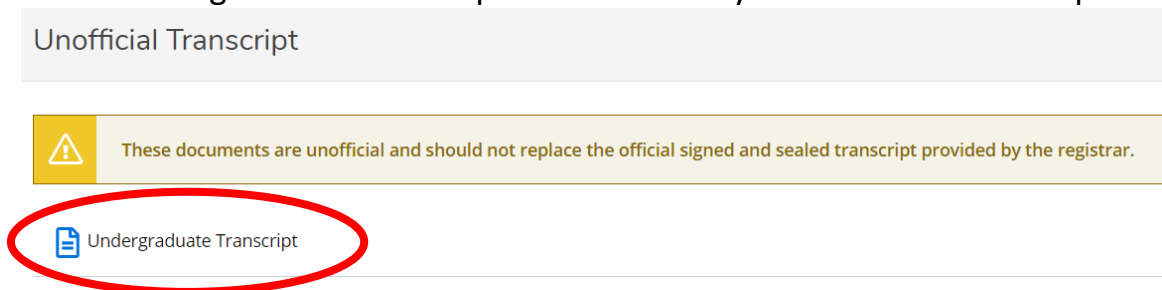
4. A new tab opens up Student Planning. Click the Graduation Cap icon.



5. A new menu opens. Click “Unofficial Transcript”.



6. Click “Undergraduate Transcript” to download your unofficial transcript.



7. A PDF file will be downloaded to your computer. You can open the file to view your transcript, print it, or email it to someone else.