



# Muskegon Community College

221 South Quarterline • Muskegon, MI 49442

## Getting Started Checklist

### STEP 1: Admissions

- **Fill out an Online Application at [www.muskegoncc.edu/apply](http://www.muskegoncc.edu/apply)**
- Submit an official high school or GED transcript sent directly from your high school. If possible, please include ACT/SAT scores. Questions may be directed to [admissions@muskegoncc.edu](mailto:admissions@muskegoncc.edu)
- Transfer your credits from previous institutions that you have attended. Please request your official college transcripts to be sent to: Transfer Evaluation, Room 1048-H, with above address. Questions may be directed to [officeoftheregistrar@muskegoncc.edu](mailto:officeoftheregistrar@muskegoncc.edu).

### Step 2: Financial Aid

- **Fill out the FAFSA (to apply for Financial Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use MCC school code 002297.**
- College guests, community guests, Early College, and Dual Enrolled students are ineligible for Financial Aid.
- You will receive an award notification via mail and MCC email. Check you **MyMCC** account often for possible notifications and/or additional requirements.
- For any questions please contact [fa@muskegoncc.edu](mailto:fa@muskegoncc.edu) or 231.777.0228.

### Step 3: Testing

- **Take the MCC Placement Test. Call 231.777.0394 or for an appointment.**
- Placement testing has been waived for Summer 2021 unless going for Nursing, Medical Assisting or Respiratory Therapy.
- Prepare for the placement test by going to <http://www.muskegoncc.edu/testing/mcc-placement-test> and scroll down to where it states "Review Materials."
- **PLEASE NOTE: you may be exempt from portions of the placement test if you meet one of the following requirements:**
  - Official SAT or ACT scores, and/or high school GPA  
<https://www.muskegoncc.edu/testing/mcc-placement-test/>
  - Prospective Nursing Students must take the math placement test and cannot use college credits to waive the reading test.

### Step 4: New Student Orientation

- **Schedule an orientation at [www.muskegoncc.edu/orientation](http://www.muskegoncc.edu/orientation).**
- Orientation is **mandatory** for all students seeking a degree or certificate from MCC including transfer students with fewer than 12 credits.
- Early College, please speak with your Counselor/Dean regarding orientation.

### Step 5: Counseling

- **Make a Counseling Appointment by calling 231.777.0362 or visiting [www.muskegoncc.edu/counseling](http://www.muskegoncc.edu/counseling)**
- Please make sure steps 1 and 3 are completed before you meet with a counselor.
- **Students with disabilities** make a counseling appointment with the Disability Support Services by calling 231.777.0309 or emailing [MCCDSS@muskegoncc.edu](mailto:MCCDSS@muskegoncc.edu).

### Step 6: Register & Attend

- **Register and Pay for Classes or set up the Payment Plan accessed through MyMCC.**
- Payment options include Financial Aid/Cash/Check/Credit Card/Payment Plan/Student Loans.
- Obtain your Username and Password. Instructions are on the back of this sheet.
- Get your MyMCC One Card two weeks after registering for classes.
- Check your MCC email often for information and notifications
- Get your textbooks

## GETTING STARTED WITH MYMCC

1. Go to [www.muskegoncc.edu](http://www.muskegoncc.edu) & click "MyMCC" in the upper right-hand corner.
2. Click on "MyMCC Login Help"
3. Select "Find My Username and Student ID"
4. Fill in the requested information and click "Get Username"
5. Your username, student number and email will show up on the same screen and your temporary password will be shown at the bottom. Write them down on the space below:  
Username \_\_\_\_\_  
Student # \_\_\_\_\_  
Email \_\_\_\_\_  
Temporary Password \_\_\_\_\_
6. Select "Go back to Sign-in Help Page and then select "Enroll Your Account" and log in with the information given above.
7. Go back to MyMCC Login Help and then select "Change Your Password" to change your password to something you will remember.
8. Go to [www.muskegoncc.edu](http://www.muskegoncc.edu) and click "MyMCC" in the upper right-hand corner and log in with your username and password that you created.

Sign in with your MCC username and password:

**IF YOU NEED ASSISTANCE, PLEASE CALL 866-718-5170  
YOU SHOULD NOW BE LOGGED INTO YOUR MYMCC!**