



Mississippi College
A CHRISTIAN UNIVERSITY

Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Instructions:

Current students: Log on to your MyMC account & click on "Unofficial Academic Transcripts" on the right-hand side. Your MC ID will be listed at the top of your unofficial transcript.

Former students (Fall 1993 forward): If you no longer have access to your MyMC account, fill out the entire form. The form must be notarized before it is faxed, mailed or emailed to the contact information listed to the left.

MC ID numbers will be sent as directed on this form within 2-3 business days. PINs will be reset to your date of birth (MMDDYY).

Former students (prior to Fall 1993): You will not have an MC ID number and will need to contact the Office of the Registrar directly for academic information.

MC ID and PIN Reset Request

Step 1: Student Information

First Name: _____ Middle Initial: _____
Last Name: _____
Previous Name (if applicable): _____
Date of Birth: ____/____/____
Current Phone Number: _____

Step 2: MC ID Delivery Information

Email to: _____
 Mail to (U.S. only): _____

 Fax to: _____

Step 3: Complete Questionnaire

Answer as many of the following questions as are applicable.

- Dates of Attendance: _____
- List any classes taken while at MC. At least one class is required.

- List any degrees earned from MC: _____

Step 4: Signature

I certify that the information above is accurate and verify that I am the individual listed on this request:

Signature Date

Step 5: Notarization

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ by
(date)
_____, who has produced _____ as identification.
(name of person completing form) (type of identification)

Witness my hand and seal

Notary Public for the State of _____
My commission expires _____

Office Use Only:

MC ID: _____
Date Sent: _____
Staff Initials: _____

[Notary Seal]