

# How to print your transcript

Step 1: go to [www.mdc.edu/iced](http://www.mdc.edu/iced)

The screenshot shows the Miami Dade College website header with navigation links: Home, About, Students, Faculty, Community Partners, Awards, Contact Us. Below the header is a large photo of students. Underneath the photo are three service categories: Students, Faculty, and Community Partners. A red box with the text 'Click Here' and an arrow points to the 'Students' link.

**Students**  
Take action, serve your community, and become a civic leader today

**Faculty**  
Incorporate civic learning and democratic engagement into your courses

**Community Partners**  
Partner with us as we transform teaching and learning at MDC

## Step 2: Click on register for your service

**Service**  
Volunteer work that aims to improve the community through organizations such as a nonprofit, government agency, school, grassroots organization, or through ICED-approved projects

[Standards for Service](#)

**Academic Service-Learning**  
Service that is integrated into a course. Service must be directly related to the class subject matter and meet an identified community need. Intentional reflection must be incorporated into the course to help connect the service with the course objectives and with civic learning. [View our step-by-step instructions on how to register.](#)

- [Find a community partner to serve](#)
- [Register for Service](#)

**Spring 2021 Deadlines for Service-Learning Hour Logs**

- **Thursday, February 25**
  - 1st 8-weeks course (January 6 - March 5)
- **Thursday, April 15**
  - 2nd 8-weeks course (March 8 - April 23)
  - 12-weeks course (February 8 - April 23)
  - 16-weeks course (January 6 - April 23)

**Individual Service**  
Service that is not part of a requirement for a class.

- [Find a community partner to serve](#)
- [Register for Service](#)

**Student Club Service**  
Service performed as part of your membership with an MDC student club.

- [Find a community partner to serve](#)
- [Register for Service](#)

**Awards for Service**

A red box with the text 'Click Here' and an arrow points to the 'Register for Service' link in the Student Club Service section.

## Step 3: Select **option 3** and use your **MDC login**

Welcome to SLAW. This site is designed to serve you. You can find an organization, register and document your service. From the list below, select the kind of service for which you are registering today:

- 1 Course service assigned by your professor (service-learning). [Need more info to register? Click here](#)
- 2 Service Registration (Not for a class; volunteering completed as an **INDIVIDUAL** or service you do for your MDC student club/organization with at least one other **GROUP** member).
- 3 View my service history and current registration.

Select option 3 and login with your MDC student login

Log in below to begin registration.

MyMDC User Name:  e.g. John.Doe001  
Password:  cAsE sEnSiTiVe!  
 [Forgot ID or Password?](#)

More Info / Contact Numbers for [Institute for Civic Engagement and Democracy \(ICED\)](#)

Hialeah: 305.237.8858 Homestead: 305.237.5205 IAC: 305.237.6734 Kendall: 305.237.0859

## Step 4: Click on "Please click here to view and print your official transcript"

### Elizabeth Juarez • Summer 2021 Term

#### — Service Registration Record —

(Please click [here](#) to view and print your official service tran

No **service-learning** activity found for Summer 2021 term!

Click Here

#### Past Service-Learning Projects [-]

	Term	Course	Class	Hours	Community Partner / Agency
🕒	2197	PLA2114	2197 10092	0.00	Florida Immigration Coalition
✅	2203	CLP1006	2203 6389	10.00	MDC Wolfson Campus Tunnel of Oppression
🕒	2207	PLA2600	2207 4760	0.00	Agency Not Approved (Refer to Site Approval Form)
			Hours Total	10.00	

## Step 5: This is your service-learning transcript

**Miami Dade College**  
Jane Doe [Student ID #]

SERVICE-LEARNING [Un]Official TRANSCRIPT  
Miami Dade College Institute for Civic Engagement and Democracy -- Generated May 13, 2021 10:46:56

Time & Place	Reference No. & Course Student Evaluation in Green	Instructor	Agency / Community Partner Placement Notes in Blue	Status	Hours	Number of Hrs applied to PVSA Award
1. 2203 Campus WOLF	2203 6389 CLP1006 Psy Of Personal Eff	Heastie, Samuel	MDC Wolfson Campus Tunnel of Oppression 1/9/2020 12:49:38 PM Agency change from Florida Immigration Coalition	<input type="checkbox"/>	10.00	

Total Hours Contributed for S-L Projects: 10.00  
Grand Total / S-L + Volunteer Hours: 10.00

\* End of Transcript \*

Note: This transcript is official only when it bears the signature of the campus or college-wide iCED Director.

*John B. Young*

Campus / College-wide iCED Director

## Step 6: Click **print** or **save as PDF**

Printer:

Presets:

Copies:   Black & White  Two-Sided

Pages:  All  
 From:  to:

Paper Size:

Orientation:  Portrait  Landscape

Scale:

Print backgrounds  
 Print headers and footers

PDF  Low Ink

Cancel

- Open in Preview
- Save as PDF**
- Save as PostScript
- Send in Mail
- Save to iCloud Drive
- Save to Web Receipts
- Save as Adobe PDF
- Edit Menu...

# Step 7: Congratulations! you successfully printed or saved your service-learning transcript.



**Jane Doe** [2018675309]

ΣΕΡΣ ΙΧΕ-ΛΕΑΡΝΙΝΓ [Υν]Οφηχά ΠΑΝΣΧΡΙΠΤ  
Μιουι Δοδε Χοζεγε Ινσπυτε φορΧιπαχ Ενγαγεμ εντ ανδ Δεμ οχαααυ—Γ ενεραεδι Μοαυ 13, 2021 13:40:02

Time & Place	Reference No. & Course <a href="#">Student Evaluation in Green</a>	Instructor	Agency / Community Partner <a href="#">Placement Notes in Blue</a>	Status	Hours	Number of Hrs applied to PVSA Award
1. 2203 Campus WOLF	2203 6389 CLP1006 Psy Of Personal Eff	Heastie, Samuel	MDC Wolfson Campus Tunnel of Oppression <a href="#">1/9/2020 12:49:38 PM Agency change from Florida Immigration Coalition</a>	Cor	10.00	

Total Hours Contributed for S-L Projects: 10.00  
Grand Total / S-L + Volunteer Hours: 10.00

\* Ενδ οφ Τρανσκριπτ \*

Νοτε: Τησ Τρανσκριπτισοφηχά ανλνθη εν ιτ βε ορσ πε σγνατυρε φ πε χαμ υσ φ χολεγε-ω δε υΞΔ Δ ρεχτφ .

Campus / College-wide iCED Director