

## Grand Rapids Community College (GRCC)/McDonald's Corporation Partnership

### Requesting and Receiving Credit through the American Council on Education

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As an employee of McDonald's, you are eligible to request to receive course credit from the Business Department for two courses: [BA 180 - Cooperative Education in Business-1](#) (3 credit hours) and/or [BA 183 - Supervision](#) (3 credit hours).

To receive credit for [BA 183 Supervision](#), you must have taken and passed the following exams through the **American Council on Education (ACE)**: MCD-0068 Dept. Mgr. Capstone; MCD-0053 Shift Mgt. MDP; MCD-0060 Serve Safe; MCD-0067 Intro to Mtg.

To receive credit for, [BA 180 Cooperative Education in Business-1](#), you must have taken and passed the following exam through the **American Council on Education (ACE)**: MCD-0063 Dept. Mgr. Shared

In order for the course work to be reviewed you must request a copy of your ACE transcript to be sent to Grand Rapids Community College. The process for this is outlined below. Please be aware that in order to have credit posted to a GRCC transcript, you must have applied and been accepted at GRCC and you must be a degree seeking student.

#### Process to request an ACE transcript to be sent to GRCC

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If you wish to receive an official transcript with your ACE credit recommendations listed for the McDonald's Corporation, please log into your account in the [Registry and Transcript System](#). If you have not created an account with ACE, please do so by [clicking here](#).

**Note:** When creating your account, if you see the message "We're sorry, but we could not locate your record based on the following information you provided" please click on "continue registration" to create your account.

**Creating a transcript:** Once you have created an account, conduct a search for courses you have taken by clicking "course search" on the left sidebar. We recommend searching by the name of the organization that offered your courses (**McDonald's Corporation**). A list of courses with ACE credit recommendations offered by that organization will appear. Select the course, and click "add to transcript." Enter the date you completed the course, and hit "submit for review."

Before your course can be added to your transcript, McDonald's Corporation will have to review it. This happens automatically when you submit your request for a transcript. Once **McDonald's Corporation** has given their approval, you will receive an e-mail notification.

Next you will need to order a transcript to be sent to GRCC.

**Ordering a transcript:** The fee for establishing a record with ACE is \$20.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each. There are two options when ordering

a transcript: U.S. Postal Service (Paper) and electronically (PDF). Use the electronic method to request a transcript.

**Electronic method:** When ordering an electronic transcript, your transcript will be delivered to GRCC within one hour of request. Once received the transcript will be checked in and sent to GRCC Registrar's Office to process for transfer credit. If you are a degree seeking student at GRCC, the credit will be posted to your official GRCC transcript within 1-2 weeks of receiving the transcript.