MyGCC/Sis Quick Guide

How to:

- Log into **myGCC**
- Find Username & Student ID
- Reset your Password
- Register for Classes
- Search for Classes

- Pay for Classes
- Drop Classes
- View your Class Schedule
- Request or View Transcripts
- View your Financial Aid Status

- View your Grades
- Academic Requirements
- Apply for Graduation

What is myGCC?

myGCC is your window to online services at Germanna Community College and any other Virginia Community College. You can access the Student Information System (**SIS**), Canvas, and Student Email using a common username and password. Germanna's Distance Learning page (http://www.germanna.edu/distance-learning/) is the place to come with questions you have about using online systems at Germanna.

Who can enroll online?

- Continuing students who have enrolled within the past three years in good academic standing who have no debts to the college or other holds.

What information do I need to register online?

- Your Username and Password. You will need your date of birth and your Social Security Number or your student I.D. number to locate your username
- The list of classes you want to register for
- To pay online, use your Master Card, Visa, American Express or e-check

How do I look up my username?

- Go to www.germanna.edu
- Click on myGCC
- Click on **Forgot Username** to look up
- Click on **I'm not a robot** and CONTINUE
- Click on the squares requested and click NEXT
- Complete requested information click NEXT

How do I set/re-set my password?

- Go to www.germanna.edu
- Click on myGCC
- Click on **Forgot Password**

- Enter your username. If you do not know your username, use the **advanced password reset tool**
- Answer your three security questions, If you do not have security questions set, please use the **advanced password reset tool** or contact your local helpdesk at **support.vccs.edu**
- After successfully answering questions, enter and verify new password following password security standards.
- Click **Return to sign in page** and use your new password to sign in

Where can I register off campus?

Any computer that has access to the Internet can be used!

How can I get additional assistance?

Look online at the **Getting Started** page for help at www.germanna.edu/admissions

What should I do prior to enrolling in a class?

- Attend a New Student Orientation session in person or online at www.germanna.edu/orientation
- Be sure that you have completed any required placement testing or brought in high school transcripts, SAT, or ACT transcripts to have them evaluated
- Be advised by a college advisor if you are a new degree student
- Plan your schedule
- Write the Class Numbers and other information down for a quick reference while using SIS

How do I start using SIS?

1. Go to www.germanna.edu
2. Click on **myGCC**
3. Log in to **myGCC**
4. Select **SIS** from the menu
5. Click **STUDENT CENTER**
6. Once in Student Center following instructions below:

How do I check for open classes?
1. Click **SEARCH**
2. Choose **Institution** and **Term**
3. Enter at least two search criteria
   (Course Subject and Course Number).
4. Click **SEARCH** or click **ADDITIONAL SEARCH CRITERIA**

Note: If a box appears with a message, click OK

How do I register for classes?
1. Click **ENROLL**
2. Select **Term** *by clicking radio button next to term*
3. To search for classes click **CONTINUE**
4. If you know the **Class Nbr** type it & click **ENTER**. If not, click **Search**
5. Fill in the necessary class information & click **Search**
6. Locate the class of choice & click **Select**
7. Click **NEXT** *(it will be added to the shopping cart).*
8. Click **PROCEED TO STEP 2 OF 3**
9. Click **FINISH ENROLLING**

How do I drop classes?
1. Click **ENROLL**
2. Click **DROP**
3. Click **TERM** then **CONTINUE**
4. Select courses to be dropped
5. Click **DROP SELECTED CLASSES**
6. Click **FINISH DROPPING**
7. Verify your schedule by clicking on **MY CLASS SCHEDULE**

How do I view my class schedule?
1. **Click ENROLL**
2. Click **my class schedule**
3. Select **Term** click **CONTINUE**

How do I find my advisor?
1. In the far right column on the bottom your Advisor's name/phone number will be listed.
2. Click **DETAILS** to view more information & get an email link to your advisor

How do I pay for classes?
1. Click **Go to QuikPAY**
   a. This will bring you to the QuikPAY Application & you will land on the QuikPAY Message Board.
2. Set up a **Payment Profile**
   a. On the left hand navigation menu click **Payment Profiles**
   b. Select to add a **Credit/Debit Card Profile** or **eCheck Profile**

Note: DO NOT use QuikPAY to enroll in payment plan or make payment plan deposits.

   c. Enter a name to identify your payment profile
   d. Enter the requested payment information
   e. **Save**
3. Make a Payment
   a. Click **Make a Payment**
   b. Your current balance will appear at the top next to **Amount Due**
   c. Enter payment amount then click **Continue**
   d. Enter payment information and click **Continue**
   e. Confirm the information
   f. Click **Confirm** again for your payment to process & to get a receipt

Note: For more information on adding another Authorized Payer, e-mail , or to view statements or transactions, go to: www.germanna.edu/paying-for-college/quikpay/

How do I check my Financial Aid status?
1. View your **To Do List** located in the far right column of your for required documents
2. **Turn in required documents on the To Do List ASAP**
3. Click **VIEW FINANCIAL AID** on the left side under **FINANCIAL AID**
4. Click the **Aid Year** you wish to view

How do I request an official transcript?
1. Choose **TRANSCRIPT: REQUEST OFFICIAL** From the drop-down box on the left under **Academics** & click the >> button
2. Choose **Germanna Community College**
3. Click **Edit Address**
4. Fill in the full address where you would like the Transcript sent
5. Click **OK**
6. Click **SUBMIT**

How do I view an unofficial transcript?
1. Choose **TRANSCRIPT: VIEW UNOFFICIAL** from the drop-down box on the left under **Academics** & click the >> button
2. Choose **Germanna Community College**
3. Choose **UNOFFICIAL TRANSCRIPT** in the **Report Type** field
4. Click **GO**

How do I view an ACADEMIC REQUIREMENT REPORT?
1. Click Academic Requirements from the drop down box on the left under Academics
2. Click the >> button
3. For a printer friendly version, click **View Report as pdf**

How do I check my grades?
1. Click **MY ACADEMICS** *located under Academics on the left side*
2. Choose **View my course history**

How do I apply for graduation?
1. Click **APPLY FOR GRADUATION** *located under Academics on the left side*
2. Choose **PROCEED WITH MAKING APPLICATION**
3. Follow prompts
4. Print out confirmation page