

Where can I register off campus?

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

Where can I register ONLINE on campus?

To register online at the college, visit one of the Academic Computing Centers (ACC) listed below.

> Fredericksburg Area Campus - 540-891-3009 - Room 220 **Locust Grove Campus** - 540-423-9145 - Room 204 **Daniel Tech. Center** - 540-937-2922 - Room 206 Stafford County Center - 540-288-8846

For more information about the ACC go to www.germanna.edu/acc

To register in-person please see **Admissions & Records** at any campus.

How can I get additional assistance?

Look online on the **Student Resource Page** for help at www.germanna. edu/studentresources.

What should I do prior to enrolling in a class?

- Be sure that you have completed any required placement testing.
- Be advised by a college advisor if you are a new degree student.
- Plan vour schedule.
- Write the Class Numbers and other information down for a guick reference while using SIS.



Admissions and Records Office

Locust Grove - (540) 423-9122 Fredericksburg - (540) 891-3020



How to:

- Log into myGCC
- Find your Username & Student ID Request or View Transcripts
- · Reset your Password
- Register for Classes
- Search for Classes
- Pav for Classes
- Drop Classes

- View your Class Schedule
- View your Financial Aid Status
- View your Grades
- View a Degree Progress Report
- 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), Blackboard, and Student Email using a common username and password. Germanna's **Student Resources** page (www.germanna.edu/studentresources) 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.
- New degree students who have completed the required Compass and Virginia Placement Test (VPT) testing and/or have met with a college advisor.

What information do I need to register online?

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

How do I get my Student ID & Username?

- 1. Go to www.germanna.edu.
- 2. Click on **myGCC** in the page header.
- 3. Find Student ID & Username.
- 4. Enter the required information.
- 5. Set your password information, if prompted to do so.
- 6. Your user name, student ID and email will be listed.
- 7. The initial password is your 6-digit birth date in the format "MMDDYY" (i.e. 060480 for June 4, 1980).

How do I find or reset my Password?

- 1. Go to www.germanna.edu.
- 2. Click on **mvGCC** in the page header.
- 3. Click Set Your Password.
- 4. Enter your name, 6-digit birthday (MMDDYY), and a social security number.
- 5. If prompted, answer security questions.
- 6. Enter a new password and security question (select one of the Standard Security Questions provided).
- 7. Click Next.

SIS - Student Information System **Quick Guide**

How do I Start?

Go to the Germanna web site www.germanna.edu

Click on myGCC

Log in to **myGCC**

Select SIS from the Menu

Click **SELF SERVICE**

Click **STUDENT CENTER**

How do I check for open classes? Click Student Center

- 1. Click **SEARCH**
- 2. Choose Institution and Term.
- 4. Enter at least two search criteria (Course Subject and Course Number).
- 5. Click SEARCH or click ADDITIONAL SEARCH CRITERIA.

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

How do I register for classes? Click Student Center

- 1. Click ENROLL.
- 2. Select Term.
- Search for Classes click SEARCH
 Note: If you know the Class Nbr type it and click ENTER. If not, click Class Search & then Search fill in the necessary class information.
- 4. Click Select Class
- 5. Click NEXT (it will be added to the shopping cart).
- 6. Click PROCEED TO STEP 2 OF 3.
- 7. Click FINISH ENROLLING.

How do I drop classes? Click Student Center

- 1. Click ENROLL
- 2. Click **DROP**
- 3. Click **TERM** and 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 pay for classes? Click Student Center

- 1. Click Go to QuikPAY
 - This will bring you to the QuikPAY Application and you will land on the QuikPAY Message Board.
- 2. Set up a **PAYMENT PROFILE**
 - On the left hand navigation menu click **PAYMENT PROFILES**
 - Select to add either a CREDIT/DEBIT CARD PROFILE or an eCHECK PROFILE
 - Enter a name to identify your payment profile
 - Enter the requested payment information
 - SAVE

- 3. Make a Payment
- Click **MAKE A PAYMENT** (Your current balance will appear at the top next to **AMOUNT DUE**)
- Enter payment amount then click **CONTINUE**
- Enter payment information and click **CONTINUE**
- Confirm the information
- Click **CONFIRM** again for your payment to process & to get a receipt

Note: For more information on adding another Authorized Payer, email, or to view statements or transactions, go to: http://www.germanna.edu/studentresources/#payments.

How do I check my Financial Aid status? Click Student Center

- 1. View your "To Do List" located in the right column for required documents.
- 2. Turn in required documents ASAP.
- 3. Click VIEW FINANCIAL AID on the left side under FINANCES/FINANCIAL AID

How do I find my advisor? Click Student Center

- 1. In the far right column your Advisor's name will be listed.
- 2. Click **DETAILS** to view more information.

How do I view my class schedule? Click Student Center

- 1. Click MY ACADEMICS
- 2. Click **ENROLL**
- 3. Click MY CLASS SCHEDULE
- 4. Select **Term** and click **CONTINUE**

How do I request an official transcript? Click Student Center

- Choose OFFICIAL TRANSCRIPT from the drop-down box on the left under Academics & click the >> button.
- 2. Choose Germanna Community College.
- 3. Under Address Information fill in the full address where you would like the Transcript sent.
- 4. Click SUBMIT.

How do I view an unofficial transcript? Click Student Center

- 1. Choose **UNOFFICIAL TRANSCRIPT** from the drop-down boxfrom the drop-down box on the left under Academics & click the >> button.
- 2. Choose Germanna Community College.
- 3. Choose UNOFFICIAL TRANSCRIPT beside Report Type.
- 4. Click **GO.**

How do I view an ACADEMIC REQUIREMENT REPORT? Click Student Center

- Click MY ACADEMICS.
- 2. Choose VIEW MY ADVISEMENT REPORT.

How do I check my grades? Click Student Center

- 1. Click MY ACADEMICS.
- Click VIEW MY COURSE HISTORY.

How do I apply for graduation? Click **Student Center**

- 1. Choose APPLY FOR GRADUATION.
- 2. Choose **PROCEED WITH MAKING APPLICATION**.
- 3. Follow prompts.
- 4. Print out confirmation page.