

# Student Handbook

**Fees for Copies of Records:** Germanna Community College does not charge a fee for the copying of a transcript at this time. However, a reasonable charge may be assessed to provide copies of other records and to cover the expenses of copying time and postage.

**Types, Locations, and Custodians of Educational Records: Admissions & Records**

Location: Registrar's Office  
Custodian: Registrar

**Cumulative Academic Records**

Location: Registrar's Office  
Custodian: Registrar

**Financial Aid Records**

Location: Financial Aid Office  
Custodian: Coordinator of Financial Aid

**Financial Records**

Location: Business Office  
Custodian: Business Manager

**Placement Testing**

Location: Counseling Centers at both campuses  
Custodians: Coordinator of Counseling, Locust Grove Campus;  
Coordinator of Counseling, Fredericksburg Area Campus

**Disciplinary Records**

Location: Student Services  
Custodian: Dean of Student Services

**Retention of Student Records**

The College permanently retains an electronic record of a student's academic transcript (student permanent record). Other records will be maintained in paper form for periods ranging from one year after the date of origination to three years from the date of a student's separation from the College. The College retains student records according to the regulations set forth by the Virginia Public Records Act of the Code of Virginia.

**Changes to Official Student Record**

Students wishing to make any changes or corrections to identifying information on file at the College must complete a Change Form. This includes changes of name, address, telephone number, and curriculum. Change Forms are available in the Admissions and Records Office.

**Facsimile Documents**

It is not the policy of the College to facsimile transcripts or other academic documents. Germanna Community College reserves the right to decline to send and/or receive records via facsimile transmission if the College considers the use of facsimile documents inconsistent with policies or the best interest of the institution or its students.

**Bookstore**

The College bookstore, operated by Follett's Bookstores, Inc., is located adjacent to the student lounge at both campuses.

New and used, required textbooks and supplies may be purchased there, as well as gift items, cards, clothing, etc. Follett's offers a textbook buy back service throughout the school year. As an added service, the bookstore will special order any textbooks, paperbacks, etc., from publishers.

**Follett's Bookstore - Refund Policy:**

- Full refund for Fall and Spring given 15 days after the first day of class.
- Full refund for Summer given 7 days after the first day of class.
- New and used books are the only items refundable.
- New books must not be written in.
- If the book was purchased wrapped in plastic, money will be refunded only if the book is returned unopened in the plastic wrap.
- The original receipt must be presented for a full refund.
- There is a 10-day waiting period on refunds/returns if payment was made with a check.

**Bulletin Boards**

Bulletin boards for student are located at designated areas at both campuses. There are several boards for the express use of designated clubs and contain information about upcoming activities and events. Bulletin boards for general notices are located in the student lounge area at both campuses. The Dean of Student Services must approve the designation of bulletin boards for specific use. All flyers, posters, and other promotional material must be stamped by the Counseling Center before it can be posted. Any flyer not stamped will be removed. Also, any flyer in a non-designated will be removed. Guidelines for posting notices are available in the Student Activities Office at both campuses.

**Student Lounge**

Vending machines and a short-order grill are available in the Student Lounges for the enjoyment of students, faculty and staff. Students are expected to act in a manner respectful of the rights of others to comfortably use the same facility.

**Student E-Mail Accounts**

Student e-mail accounts are available to all students. All students must use their official Germanna e-mail account for correspondence with the college including interactions between students and faculty. To access your student e-mail account as well as Germanna's other online systems, go to [www.germanna.edu/mygcc](http://www.germanna.edu/mygcc) and login to MyGCC. These accounts remain active for as long as you are an enrolled student at Germanna Community College.