



Steps for Admission & Registration

This checklist is for your convenience.
Please use it to monitor your progress.

STEP 1:

Turn in an **Application** to the Admissions and Records Office or Apply online:

<https://apply.vccs.edu>

If you plan to receive Financial Aid, submit a FAFSA.

These forms are available in the Financial Aid offices at both campuses. Priority deadlines for applications are April 1 for the fall semester and October 1 for spring semester. FAFSA online information at:

<http://www.fafsa.ed.gov>

STEP 2:

Request an **official high school or GED transcript** be sent to Germanna (use white form). If more than ten years and are not applying to the Nursing program students do not have to submit transcript.

STEP 3:

Request **official transcript(s)** from previously attended colleges or universities to be sent to Germanna (use white form).

- Also, submit a **Request for Evaluation of Transfer Credit** form (use pink form) to Germanna's Admissions and Records office.

STEP 4:

Make an appointment to take **Placement Tests** with the Counseling Office. If you have the required SAT/ACT scores or if you have completed college level English and Math courses at another college, you may not be required to take our placement tests. Contact the Counseling Office if you are unsure. You are required to have your Germanna Student Identification Number (7 digits) to take a placement test. Lookup your number at <http://www.germanna.edu/myGCC/user-account.asp> at Germanna Community College's homepage <http://www.germanna.edu> or write down your number after you apply online.

Completed Steps:

- Application for Admission
- Application for Financial Aid
- Submit official high school/GED transcript (If less than ten years or applying to nursing program)
- Submit official college transcripts
- Request Evaluation of transcripts
- Take Placement Test (or provide SAT/ACT scores)
- Register for classes
- Pay tuition / Buy books

STEP 5:

Once you have completed Steps 1-4, **Register for Classes:**

- **New students are encouraged to meet with an advisor/counselor** prior to registering for the first time to review program requirements and determine an appropriate course load.
 - ◆ *Please bring any SAT/ACT scores and transcripts that have not been received by Germanna Community College.

After meeting with an advisor/counselor students may register online through myGCC SIS. Information on how to do this is available in Admissions & Records Office.

Students needing additional assistance with the registration process may register with an academic advisor during in-person registration periods. In-person registration dates can be found by clicking on Important Academic Dates at www.germanna.edu.

To see tuition amount owed please check student email account (GCC)

Admissions & Records Office

Room 107 Locust Grove Campus 540-423-9122
2130 Germanna Highway TTY: 540-423-9888
Locust Grove, VA 22508 FAX: 540-423-9158

FAC1 Rm 201 Fredericksburg Campus 540-891-3020
10000 Germanna Point Drive TTY: 540-891-3059
Fredericksburg, VA 22408 FAX: 540-891-3092

Counseling Office

Room 205 Locust Grove Campus 540-423-9123
Room 201 Fredericksburg Campus 540-891-3021

GCAT Student Services Office

Germanna Center for Advanced Technology
Room 203 18121 Technology Drive 540-937-2921
Culpeper, VA 22701 540-937-2900