



New Student To Do List:

After completing the GCC Application at www.germanna.edu, these next steps can help you be successful!

Step 1: Apply to Germanna

Fill out our free application by going to www.germanna.edu. Paper applications are also available in the Admissions and Records Department. At the end of the application, you will be given a student ID number. You will be using this number regularly.

Step 2: Assessment

All GCC students must be assessed before starting classes. This can be done several ways:

1. New students may need to take the **Compass Placement Test**. Students are tested in the areas of reading, writing, and math. Placement test scores are good for 3 years. **A valid state issued photo ID and student ID number is required.** Please check the website for the most current testing schedule at www.germanna.edu.
2. Students who have previously taken a **college level English and/or Math** and have successfully completed the course with a grade of C or better can use those college credits in place of taking the placement test. Also, students who have **SAT scores of 500 or above or ACT scores of 21 or greater** in a certain section, do not have to take that section of the placement test. SAT/ACT scores are good for 3 years.
3. Students must have official copies of scores and/or college transcripts sent to Germanna for their official records. However, unofficial copies of scores can be used for advising and registering purposes and should be brought with students to advising/registration appointments.

Step 3: Request Transcripts

You will want to get your official high school, GED, and/or college transcripts sent to Germanna. If you have previously attended another institution, you will need to submit a Request for Evaluation of Transfer Credit form to Germanna's Admissions and Records Department.

Step 4: Meet with a Counselor

Once you have been assessed, you will meet with an academic counselor to discuss your educational goals and objectives. Counselors can assist you with a variety of services such as career exploration, transfer planning, disability services, selecting a program of study, building a class schedule, and registering for classes. Once a program of study has been chosen and you have completed your first semester, you will be assigned a faculty advisor.

Step 5: Student Development 100

All degree seeking students are required to complete the College Success Skills course, SDV 100. This one-credit course covers topics such as study skills, test taking, time management and note-taking skills. Students are required to complete this course within the first 16 credits they take. There are weekend, online, and short session formats.

Step 6: Review Course Schedule

Germanna offers classes at a variety of locations. Once you have registered, review your schedule closely and confirm that the classes, dates, times, and locations are correct. It is your responsibility to make sure your schedule is accurate.

Step 7: Paying for College

You will need to make payment arrangements for your classes. Payment can be made in-person at each campus location or electronically via your MyGCC student account (see Step 11). Germanna has an Automatic Payment Plan that the Business Office can assist you with. The Financial Aid Office at each campus can assist you in applying for and receiving financial aid for your courses.

Step 8: Bookstore

The majority of courses require a textbook. Stop by the Germanna bookstore to purchase textbooks for your classes. Bring your course schedule with you for it holds important information such as the course title and section number. Visit the Bookstore online at www.efollett.com. You are also able to rent your textbooks through www.rent-a-text.com.

Step 9: Catalog and Student Handbook

Students will want to familiarize themselves with the Germanna catalog and student handbook. This resource will provide students with a detailed description of programs of study, course descriptions, college-wide policies, student services, learning resources, academic information, continuing education, personnel information, students rights and responsibilities, and important information for all Germanna students to know! You can access the catalog by going to www.germanna.edu.

Step 10: Check the Germanna Website

Important up-to-date information is posted on Germanna's website daily. Go to www.germanna.edu and a wealth of information will immediately be at your finger tips!

Step 11: MYGCC

MYGCC is a hub for student information and resources. MYGCC will lead you to databases that will allow you to view your personal information, enroll in courses, and access your classes online.

To access your MYGCC:

1. Go to www.germanna.edu 2. Click on MYGCC then MYGCC login 3. Once you are logged in, you will be able to access Blackboard, Student Information System, Email account, and other valuable resources.

Step 12: Check Germanna Email Account

The official means of electronic communication between a student and faculty member is through the Germanna student email account system. It is extremely important to check your GCC email on a daily basis. The college often emails vital information such as financial aid status, tuition bills, and student identification cards.

To access your account, follow the steps listed in Step 11: MYGCC.

Step 13: Distance Education Orientation

Interested in taking online courses but not sure if you have the necessary essentials for distance learning? The distance education assessment and blackboard orientation will help you determine if taking courses online is right for you! To access the distance education READI test and Blackboard orientation go to:

www.germanna.edu/dl.

Step 14: Visit the Library

Familiarize yourself with your campus library, its location, and its many services. While you're there, take the time to complete the following important steps: 1. Get a library card. 2. Set up a NetLibrary account. 3. Check out the library's website at:

www.germanna.edu/library. Meet the library staff: Call, email or Tweet us! Service available 24/7. We want to help you succeed!

Step 15: e2campus

New technology is allowing campuses around the country to contact students in case of emergency, including weather-related events. Germanna has a communication system in place to notify you instantly. Notifications can be done via web page, RSS, PDA, Email, Text Pager, Google, AOL, or My Yahoo Page. The choice is yours! You can sign up for e2campus by going to www.germanna.edu/e2campus/

Step 16: Tutoring Services

Germanna offers classes at a variety of locations. Once you have registered, review your schedule closely and confirm that the classes, dates, times, and locations are correct. It is your responsibility to make sure your schedule is accurate.

Step 17: Student ID Card

Speak with the Student Activities staff at either campus location about how you can obtain a student photo ID card.

Step 18: Sign up for OrgSync!

OrgSync is a social network designed to function at the campus level. You can list books you wish to buy or sell, check out the ride-share program and become part of a carpool, view events happening at the college, and join student groups and organizations. Register at <http://germanna.orgsync.com>.

Step 19: Meal Card

Consider getting a meal card to make eating on campus fast and convenient. Stop by the Student Lounge at either campus location to obtain a Sandwich Worx Meal Card. The amount placed on the card is up to you!

GCC Department Contact Information

Locust Grove Campus

Admissions and Records	(540) 423-9122, Room 107
Counseling	(540) 423-9123, Room 205
Financial Aid	(540) 423-9124, Room 107
Instructional Services	(540) 423-9840, Room 303
Tutoring Services	(540) 423-9148, Room 208
Library Services	(540) 423-9163, Room 207
Student Activities	(540) 423-9138, Room 205
Bookstore	(540) 423-9129, Room 111
Testing Center	(540) 423-9147, Room 207
Academic Computer Lab	(540) 423-9145, Room 204
Veterans Affairs	(540) 891-3023, FAC
Student Help Desk	(540) 891-3077

Daniel Technology Center

Library Services	(540) 937-2924, Room 200
Academic Computer Lab	(540) 937-2922, Room 206
Student Services	(540) 937-2921, Room 122
Financial Aid	(540) 937-2921, Room 122
Student Help Desk	(540) 891-3077

Fredericksburg Area Campus

Admissions and Records	(540) 891-3020, Room 201
Counseling	(540) 891-3021, Room 201
Financial Aid	(540) 891-3081, Room 202
Instructional Services	(540) 891-3047, Room 212
Tutoring Services	(540) 891-3017, Room 208
Library Services	(540) 891-3015, Room 210
Student Activities	(540) 834-1004, Room 121
Bookstore	(540) 891-3002, Room 100
Testing Center	(540) 891-3083, Room 218
Academic Computer Lab	(540) 891-3009, Room 220
Veterans Affairs	(540) 891-3023, Room 201
Student Help Desk	(540) 891-3077

Stafford County Center

Main Number	(540) 288-8830, Room 100
Student Help Desk	(540) 891-3077