



# 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:

<http://www.germannna.edu> the Germanna Community College homepage.

- **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 May 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).

## 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.germannna.edu/myGCC/user-account.asp> at Germanna Community College's homepage <http://www.germannna.edu> or write down your number after you apply online.

### 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

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

### Completed Steps:

- Application for Admission
- Application for Financial Aid
- Submit official high school/GED transcript
- Submit official college transcripts
- Request Evaluation of transcripts
- Take Placement Test (or provide SAT/ACT scores)
- Complete Registration Workshop
- Register for classes
- Pay tuition / Buy books

## STEP 5:

After taking a placement test, new students must complete a **Registration Workshop**. This workshop provides an orientation to Germanna Community College. Information covered includes college policies and programs of study. Students may choose to attend an in-person workshop or complete a self-service workshop.

- Contact the Counseling Center to arrange a time to complete a workshop.

## STEP 6:

**Once you have completed Steps 1-5, Register for Classes:**

- **New students are encouraged to meet with an advisor** 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 students may register online through myGCC SIS. Information on how to do this is available in the Counseling Center.

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 in the schedule of classes or at [germannna.edu](http://germannna.edu).