

Approved Transfer Elective List

Classes taken as electives for Germanna's transfer degree programs must come from the Approved Transfer Elective List. For a complete listing of these electives at GCC, visit: http://www.germannanna.edu/counseling/transfer/forms/transfer_electives.pdf

Reading and Writing Requirements

Developmental students in reading and writing may have prerequisites or co-requisites to take reading and/or writing intensive courses such as history, psychology, sociology, etc. For a complete listing of these requirements go to: www.germannanna.edu/counseling/placement_cutoffs.asp

Online and Hybrid Courses

Students taking online and/or hybrid (classroom and online instruction) courses are expected to follow the rules and procedures as outlined in the distance learning section of this schedule. Students must have a keen understanding of Blackboard and Microsoft applications and have good time management skills in order to be successful in most online and hybrid courses.

Computer Competency

If you are planning to graduate from a program of 45 credits or more at GCC, you will need to satisfy the computer competency requirement by either passing a computer competency course or the Computer Competency Test. The intended computer competency class is ITE 115, but other classes may satisfy the requirement depending on the catalog from which you graduate. For more information, please see the information on GCC's web site regarding your particular curriculum at <http://www.germannanna.edu/instruction/programs.asp>. The Computer Competency Exam is designed for students already familiar with the course content. It takes approximately three hours to complete and may be taken in the Testing Center at either campus. Students may only take the test one time! If you wish to attend a Computer Competency Workshop to review, you must register in advance at the Tutoring Center on either campus.

College E-Mail Policy

Students, faculty, and staff of GCC **must** use GCC email for all official college communications (this includes course-related communications between students and faculty). All students receive a GCC email account upon registration. To access your e-mail account, login at www.germannanna.edu/myGCC/ and click the student e-mail link.

Germanna's Programs of Study

Whether you are interested in quick entry into a career path, transferring to a four year institution, or learning about an occupational-technical field, Germanna may have the program for you. For the extensive list of programs and courses offered at Germanna, please view www.germanna.edu/instruction/programs.asp. You may also refer to the College catalog in the counseling office or at www.germanna.edu

Students Enrolled in Classes Using Blackboard

At the beginning of the semester, students enrolled in classes using Blackboard will automatically be enrolled in the appropriate Blackboard course. To access your Blackboard account, login to **myGCC** at www.germanna.edu/myGCC/ and click the Blackboard link.

Course Availability

Can't find a course you need in this section of the schedule? Be sure to look at the other sections, as certain courses may only be offered at one Germanna site or online. Be sure to look at the FAC, LGC, and Distance Learning pages. Courses may be added or cancelled after initial production of the schedule.

Transfer and Transient Students

Students who have taken courses at other colleges must bring documents such as transcripts to registration in order to avoid prerequisite hold flags. For example, if a student has taken ENG 111 at another institution and wants to take ENG 112 at Germanna Community College, GCC advisors need verification that ENG 111 has been successfully completed before the student can be registered for ENG 112. This policy affects students' ability to register online as well. Please plan accordingly so that you are not delayed during registration. Call admissions and records at 540-891-3020 or 540-423-9122 if you have questions.

Specially Marked Classes (I, V, H, HV)

- I courses- Courses marked with an I are online classes. Instruction is online with a minimum of two proctored activities required. Students should read carefully the Distance Learning page in this schedule before registering for an online course.
- V courses- Courses marked with a V are offered simultaneously at multiple campuses using the interactive video system. Students on both campuses will interact with the instructor who will alternate between campuses.

- H courses- Courses marked with an H are generally a combination of lecture and online instruction. Students should read carefully the Distance Learning page in this schedule before registering for an online or hybrid course.
- HV courses- Courses marked with HV are a combination hybrid and interactive video. See descriptions for H and V listed above.

Earn College Credit in High School through Dual Enrollment Courses

Dual Enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own high school through Germanna Community College's program. Students earn college credits while completing their high school requirements. Credits normally transfer to all VA Community Colleges and most colleges and universities. Courses are taught by high school instructors who have the qualifications to teach at the college level. Interested students should discuss dual enrollment options with their high school counselors when they are planning their academic schedule. Prospective students will be required to complete a *GCC Application for Admission* (www.germannna.edu) and provide qualifying SAT scores or take a placement test administered at the high school. Qualifying students will register through the high school guidance counselor.