Quick Guide

What is myGCC?
myGCC is your window to online services at Germanna Community College and any other Virginia Community College. You can access the Student Information System (SIS), Blackboard, and Student Email using a common username and password. Germanna’s Student Resources page (www.germanna.edu/student-resources) is the place to come with questions you have about using online systems at Germanna.

Who can enroll online?
- Continuing students who have enrolled within the past three years in good academic standing who have no debts to the college or other holds.
- New degree students who have completed the required Compass ESL and Virginia Placement Test (VPT) testing and/or have met with a college advisor.

How to:
- Log into myGCC
- Find you Username & Student ID
- Reset your Password
- Register for Classes
- Search for Classes
- Pay for Classes
- Drop Classes
- View your Class Schedule
- Request or View Transcripts
- View your Financial Aid Status
- View your Grades
- View a Degree Progress Report
- Apply for Graduation

What information do I need to register online?
- Your Username and Password. You will need your Social Security number and date of birth to locate your username
- The list of classes you want to register for
- To pay online, use your Master Card, Visa or American Express

How do I find or reset my Password?
1. Go to www.germanna.edu
2. Click on myGCC in the page header.
3. Find Student ID & Username OR Look up Username and set your password
4. Enter the required information.
5. Set your password information, if prompted to do so.
6. Your user name, student ID and email will be listed.
7. The initial password is your 6-digit birth date in the format “MMDDYY” (i.e. 060480 for June 4, 1980).

How can I get additional assistance?
Look online on the Student Resource Page for help at www.germanna.edu/studentresources

Where can I register off campus?
Any computer that has access to the Internet can be used!

Where can I register ONLINE on campus?
To register online at the college, visit the Library or Academic Computing Center depending on the location.

- Fredericksburg Area Campus 540-891-3015 (1st floor of the Library)
- Locust Grove Campus 540-423-9145 – ACC - Room 204
- Daniel Technology Center 540-937-2922 – ACC/Library Room 206
- Stafford County Center 540-288-8846

For more information about the ACC go to www.germanna.edu/acc
To register in-person please see the Welcome Center at any campus.

How should I do prior to enrolling in a class?
- Attend a New Student Orientation
- Be sure that you have completed any required placement testing
- Be advised by a college advisor if you are a new degree student
- Plan your schedule
- Write the Class Numbers and other information down for a quick reference while using SIS

Welcome Center Locations
Locust Grove, Daniel Technology Center, Fredericksburg
540-891-3020

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**SIS - Student Information System**

**Quick Guide**

**How do I Start?**

Go to the Germanna web site [www.germanna.edu](http://www.germanna.edu)

Click on myGCC

Log in to myGCC

Select SIS from the Menu

Click STUDENT CENTER

Once in Student Center:

**How do I register for classes?**

1. Click SEARCH FOR CLASSES
2. Choose Institution and Term
3. Enter at least two search criteria (Course Subject and Course Number).
4. Click SEARCH or click ADDITIONAL SEARCH CRITERIA. Note: If a box appears with a message, click OK

**How do I check for open classes?**

1. Click Go to QuikPAY
   a. This will bring you to the QuikPAY Application and you will land on the QuikPAY Message Board.
   b. Do NOT use QuikPAY to enroll in payment plan or make payment plan deposits.
2. Set up a Payment Profile
   a. On the left hand navigation menu click Payment Profiles
   b. Select to add either a Credit/Debit Card Profile or an eCheck Profile
   c. Enter a name to identify your payment profile
   d. Enter the requested payment information
   e. Save
3. Make a Payment
   a. Click Make a Payment
   b. Your current balance will appear at the top next to Amount Due
   c. Enter payment amount then click Continue
   d. Enter payment information and click Continue
   e. Confirm the information
   f. Click Confirm again for your payment to process & to get a receipt

**How do I drop classes?**

1. Click ENROLL
2. Click DROP
3. Click TERM and then CONTINUE
4. Select courses to be dropped
5. Click DROP SELECTED CLASSES
6. Click FINISH DROPPING
7. Verify your schedule by clicking on MY CLASS SCHEDULE

**How do I view my class schedule?**

1. Select MY CLASS SCHEDULE located in the drop down menu under Academics
2. Select Term and click CONTINUE

**How do I find my advisor?**

1. In the far right column on the bottom your Advisor’s name & phone number will be listed.
2. Click DETAILS to view more information and get an email link to your advisor

**How do I pay for classes?**

1. Click Go to QuikPAY
   a. This will bring you to the QuikPAY Application and you will land on the QuikPAY Message Board.
   b. Do NOT use QuikPAY to enroll in payment plan or make payment plan deposits.
2. Set up a Payment Profile
   a. On the left hand navigation menu click Payment Profiles
   b. Select to add either a Credit/Debit Card Profile or an eCheck Profile
   c. Enter a name to identify your payment profile
   d. Enter the requested payment information
   e. Save
3. Make a Payment
   a. Click Make a Payment
   b. Your current balance will appear at the top next to Amount Due
   c. Enter payment amount then click Continue
   d. Enter payment information and click Continue
   e. Confirm the information
   f. Click Confirm again for your payment to process & to get a receipt

**How do I view my Financial Aid status?**

1. View your To Do List located in the far right column for required documents
2. Turn in required documents on the To Do List ASAP
3. Click VIEW FINANCIAL AID on the left side under FINANCES
4. Click the Aid Year you wish to view

**How do I apply for graduation?**

1. Choose TRANSCRIPT: REQUEST OFFICIAL From the drop-down box on the left under Academics & click the >> button
2. Choose Germanna Community College
3. Under Address Information fill in the full address where you would like the Transcript sent
4. Click SUBMIT

**How do I view an unofficial transcript?**

1. Choose TRANSCRIPT: VIEW UNOFFICIAL From the drop-down box on the left under Academics & click the >> button
2. Choose Germanna Community College
3. Choose UNOFFICIAL TRANSCRIPT in the Report Type field
4. Click GO

**How do I check my grades?**

1. Click MY ACADEMICS located under Academics on the left side
2. Click VIEW MY ADVISEMENT REPORT
3. For a printer friendly version, click View Report as pdf

**How do I view an ACADEMIC REQUIREMENT REPORT?**

1. Click MY ACADEMICS located under Academics on the left side
2. Choose VIEW MY ADVISEMENT REPORT
3. For a printer friendly version, click View Report as pdf

**How do I request an official transcript?**

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2. Choose Germanna Community College
3. Under Address Information fill in the full address where you would like the Transcript sent
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**How do I view my course history?**

1. Click MY ACADEMICS located under Academics on the left side
2. Click VIEW MY COURSE HISTORY

**How do I apply for graduation?**

1. Choose APPLY FOR GRADUATION located under Academics on the left side
2. Choose PROCEED WITH MAKING APPLICATION
3. Follow prompts
4. Print out confirmation page