MyGCC/Sis Quick Guide

How to:

- Log into myGCC
- Find 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
- Academic Requirements
- Apply for Graduation

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), Canvas, and Student Email using a common username and password. Germanna’s Distance Learning page (http://www.germanna.edu/distance-learning/) 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.

What information do I need to register online?

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

How do I look up my username?

- Go to www.germanna.edu
- Click on myGCC
- Click on Forgot Username to look up
- Click on I'm not a robot and CONTINUE
- Click on the squares requested and click NEXT
- Complete requested information click NEXT

How do I set/re-set my password?

- Go to www.germanna.edu
- Click on myGCC
- Click on Forgot Password
- Enter your username. If you do not know your username, use the advanced password reset tool
- Answer your three security questions, If you do not have security questions set, please use the advanced password reset tool or contact your local helpdesk at support.vccs.edu
- After successfully answering questions, enter and verify new password following password security standards
- Click Return to sign in page and use your new password to sign in

Where can I register off campus?

Any computer that has access to the Internet can be used!

How can I get additional assistance?

Look online at the Getting Started page for help at www.germanna.edu/admissions

What should I do prior to enrolling in a class?

- Attend a New Student Orientation session in person or online at www.germanna.edu/orientation
- Be sure that you have completed any required placement testing or brought in high school transcripts, SAT, or ACT transcripts to have them evaluated
- 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
How do I start using SIS?

1. Go to www.germanna.edu
2. Click on myGCC
3. Log in to myGCC
4. Select SIS from the menu
5. Click STUDENT CENTER
6. Once in Student Center following instructions below:

How do I check for open classes?
1. Click SEARCH
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

How do I register for classes?
1. Click ENROLL
2. Select Term by clicking radio button next to term
3. To search for classes click CONTINUE
4. If you know the Class Nbr type it & click ENTER. If not, click Search
5. Fill in the necessary class information & click Search
6. Locate the class of choice & click Select
7. Click NEXT (it will be added to the shopping cart).
8. Click PROCEED TO STEP 2 OF 3
9. Click FINISH ENROLLING

How do I drop classes?
1. Click ENROLL
2. Click DROP
3. Click TERM 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 course schedule?
1. Click ENROLL
2. Click my class schedule
3. Select Term 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 & 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 & you will land on the QuikPAY Message Board.
2. Set up a Payment Profile
   a. On the left hand navigation menu click Payment Profiles
   b. Select to add a Credit/Debit Card Profile or eCheck Profile

   Note: DO NOT use QuickPAY for a printer friendly version, click View Report as pdf

   Note: For more information on adding another Authorized Payer, e-mail, or to view statements or transactions, go to: www.germanna.edu/paying-for-college/quickpay

How do I check my Financial Aid status?
1. View your To Do List located in the far right column of your for required documents
2. Turn in required documents on the To Do List ASAP
3. Click VIEW FINANCIAL AID on the left side under FINANCIAL AID
4. Click the Aid Year you wish to view

How do I request an official transcript?
1. Choose TRANSCRIPT: REQUEST OFFICIAL From the drop-down box on the left under Academics & click the >> button
2. Choose Germanna Community College
3. Click Edit Address
4. Fill in the full address where you would like the Transcript sent
5. Click OK
6. 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 view an ACADEMIC REQUIREMENT REPORT?
1. Click Academic Requirements from the drop down box on the left under Academics
2. Click the >> button
3. For a printer friendly version, click View Report as pdf

How do I check my grades?
1. Click MY ACADEMICS located under Academics on the left side
2. Choose View my course history

How do I apply for graduation?
1. Click APPLY FOR GRADUATION located under Academics on the left side
2. Choose PROCEED WITH MAKING APPLICATION
3. Follow prompts
4. Print out confirmation page