Greenfield Community College
Self Service Registration Guide for Students

Contents

Login to 'MyGCC' 2

Before you register for classes, please check the following: 2

Check for any holds on your student account 3

Registering for classes: 3

Choose Add/Drop classes 3

Dropping a course 5

To View or Print Your Class Schedule 5

Registration Add Errors: Overrides 5

Waitlists 5

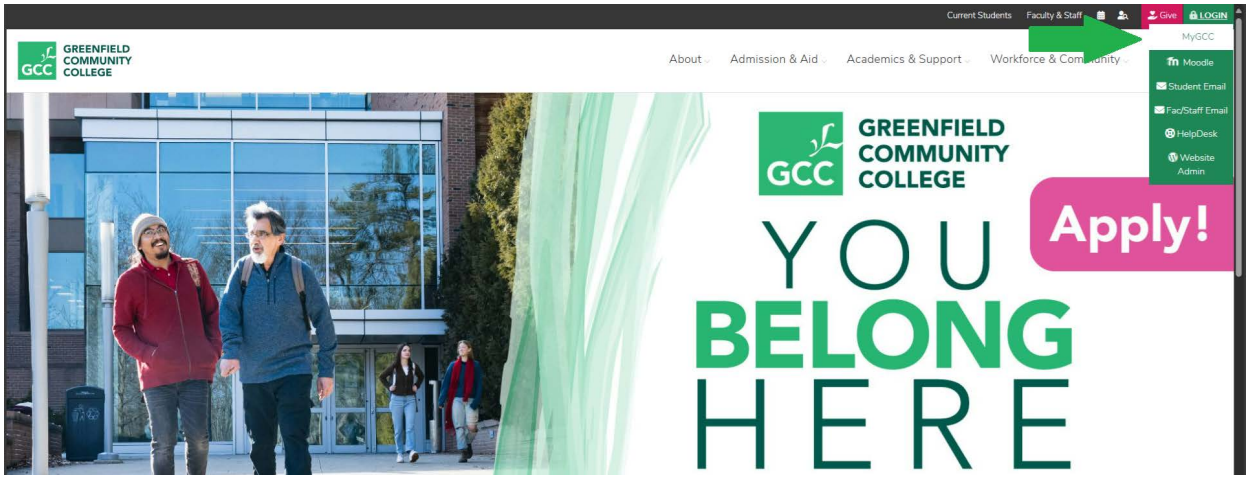
Once you are waitlisted: 6

'MyGCC' is the Greenfield Community College (GCC) student information/registration system and a very important part of navigating your experience at the college.

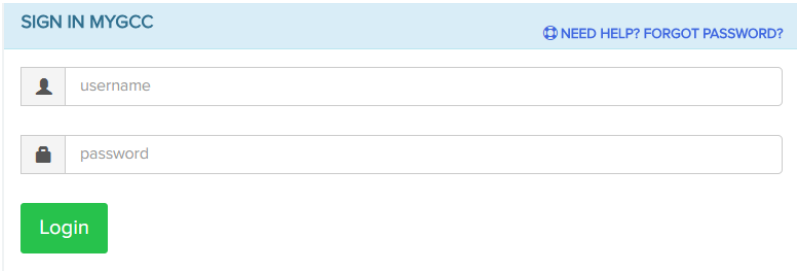
Login to MyGCC

Open your Internet browser (Internet Explorer, Netscape, Mozilla, or Safari)

- Go to http://www.gcc.mass.edu select the "Login" button
- Click on MyGCC

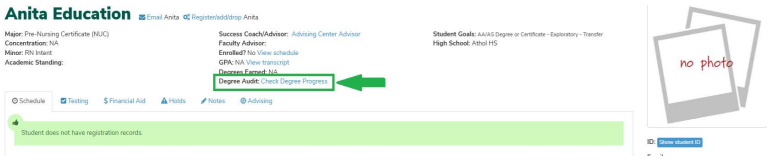


- Log In: User name (last name, first initial, and last 4 digits of student ID #), Password (of your own creation)



Before you register for classes, please check the following

- Look at your scheduling needs for home, work, and personal life.
- Meet with your Academic Advisor to create a degree plan in Degree Works, once you have a degree plan your advisor may release your registration "pin."
- You can review your degree/certificate progress in Degree Works at any time
    - Log into Degree Works here
    - Check out the Degree Works Tutorial video on Youtube
    - Review our Degree Works guide if you prefer a written format
- Go to your 'MyGCC' and check your degree progress, to do that:
    - ✓ Click View Profile in the bottom right corner of the screen
    - ✓ Click Check Degree Progress
    - ✓ Review your record in Degree Works



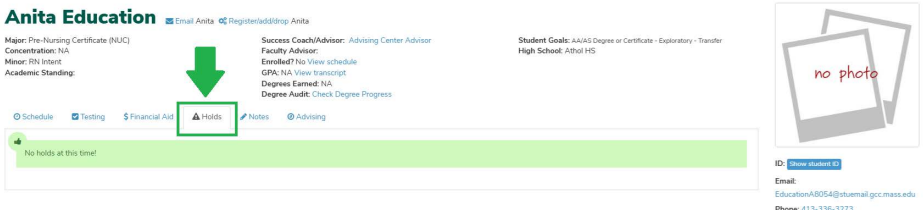
- If you have questions about your degree progress, please make an appointment with your Academic Advisor.

Check for any holds on your student account

If you have any holds on your student account (health records, financial aid, outstanding bills, library, etc.), you will not be able to register for classes until they are taken care of.

To find out if you have any holds on your student account click on the "View profile" in the bottom right corner of your myGCC window:

- Click the Holds button
- Review any holds that may be on your account



Registering for classes:

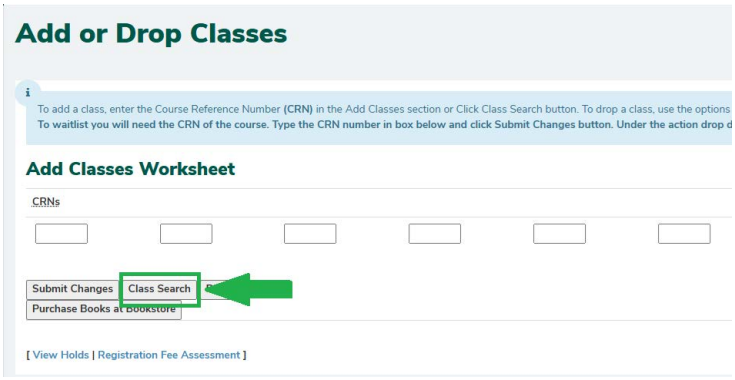
- Check that you are in the correct semester in myGCC, you can switch terms if needed.

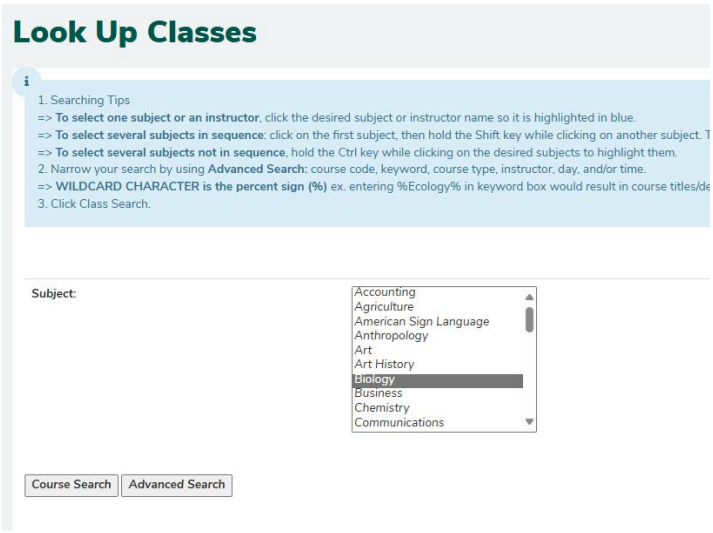


- Click on the "Register Yourself" button on left bar
- Enter your PIN as indicated
- Enter the Course Registration numbers(s) for your desired course(s)
- Click "Submit"
- If you are registering for more than one term, complete one term before registering for another.

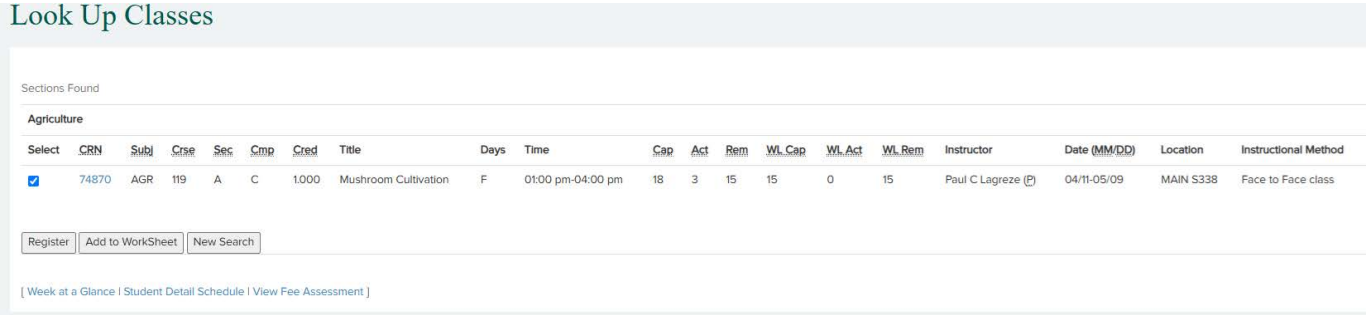
Choose Add/Drop classes

- Select Class Search to begin searching for classes
- Find the class you want
- Use Searching Tips at the top of the page to aid your search

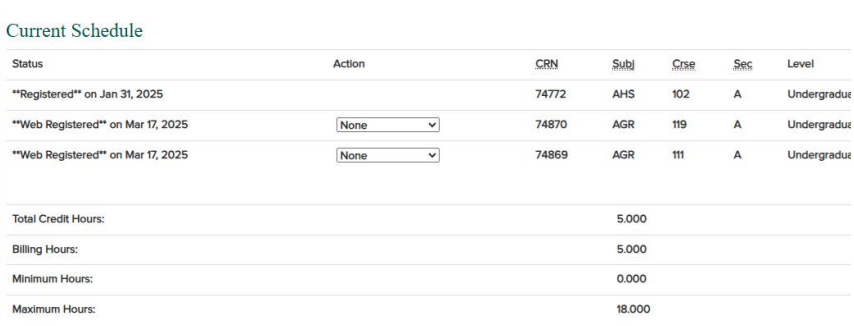




- Select a subject from the dropdown menu
- Choose **COURSE SEARCH** to view all courses offered in that subject, or select **ADVANCED SEARCH** to use additional search terms
- A list of all classes in this subject for chosen semester will appear on screen.
- Click on **VIEW SECTIONS** to see a list of class sections being offered.
- Click on the CRN number in blue for details about that class.
- To register for a course, note the CRN number and enter it where indicated on the ADD or DROP CLASSES page.
- Check to see if there is room in the desired class (**Cap** = seat capacity, **Act** = students currently enrolled, **Rem** = available seats)

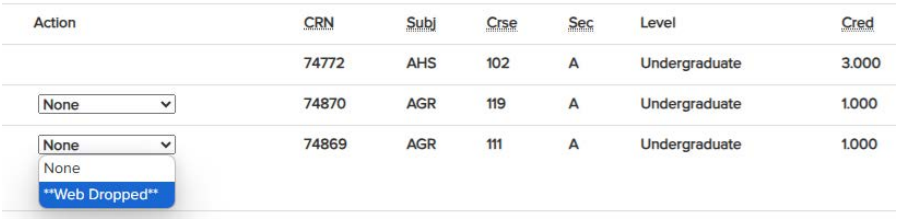


- If the box to the left of the course is blank you can check it and click Register box. If the course is full the letter **C** will appear. If the course is unavailable for registration the letters **NR** will appear.
- This will return you to the class worksheet page and the course you just registered for will show. Repeat the steps above to complete your full course schedule.



Dropping a course

- Choose Add and Drop Classes
- For the class you wish to drop, click on the drop down under Action for the course and choose **Web Dropped**



- Click Submit changes at the bottom of the page
- Your current schedule will reflect the change
- **IMPORTANT NOTE:** If you are registered for only one class and attempting to drop it, or the 100% refund deadline for the class has passed you will need to contact your Academic Advisor or the Academic Advising Center for assistance.

To View or Print Your Class Schedule

- Click the **My Classes and Schedule** tab
- Choose any of the three options under the **SCHEDULE** heading

Registration Add Errors: Overrides

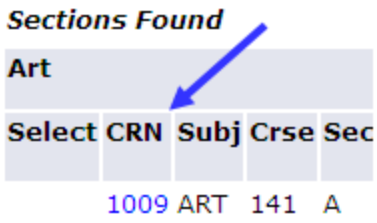
- If when you attempt to register for a course you get a "**Registration Add Error**" there is a possible requirement for the course that you do not have on your record.
- If you feel that there is an error or the prerequisite is one you have completed in some other way, contact your Academic Advisor.

Waitlists

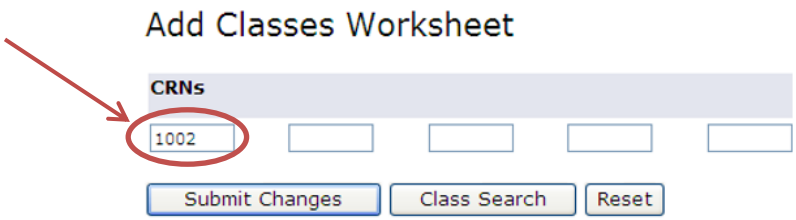
If a course you are interested in is full, you may put yourself on waitlist.

To be added to a waitlist:

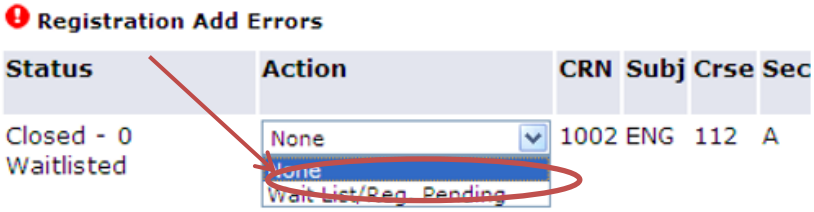
- Write the CRN down as you will need that to be waitlisted for a course



- Click Add To Worksheet box to bring you back to the worksheet
- Put the CRN number on the worksheet space



- Choose submit changes
- It will show as the class is full, go to the drop down selection and choose waitlist



Once you are waitlisted

- If a class is full, you may have the option of being placed on a wait list for the course. **You may not be placed on a wait list for an alternate section of a course you are already registered for.**
- Be sure your contact information, including GCC email and a current phone number are up-to-date in 'MyGCC'.
- When a seat becomes available **you will automatically be registered for the course** and contacted by GCC email at the time you are registered.
- If you no longer wish to be registered for the course **it is your responsibility** to drop the course using MyGCC (if you have a course registration pin #), or by contacting the **Academic Advising Center** via email – advising@gcc.mass.edu, or phone **(413-775-1339)** – to be removed from the roster. You are responsible for any associated tuition and fees until the class has been dropped from your schedule.
- Your schedule should be built 'around' the waitlisted course you are interested in. **If a time conflict exists at the time a seat becomes available, you will be placed at the bottom of the waitlist and will not be guaranteed a seat in the course.**
- If you have a hold on your account at the time a seat becomes available, you will have 24 hours to address the obligation or be moved to the bottom of the list.
- If the holds persist for a week after notification, you will be removed from the waitlist.
- If you have holds on your account once classes have begun you will automatically be removed from the waitlist as well.

If you have questions about the registration process, please contact your Academic Advisor or the Academic Advising Center.