

ADVANCED STUDIES INSTRUCTIONS

[Welcome to "RAP" – Genesee Community College's Rapid Access Portal for quick and easy course registration.](#)

**IMPORTANT: If you get stuck along the way please do not try to restart the process. Call the ACE office as soon as possible at 585-345-6801.**

STEP 1: Click "Student"

SUNY  
GCC | Genesee  
Community  
College

## Welcome to GCC's Rapid Access Portal (RAP)

Your gateway to lifelong learning at Genesee Community College

Please select your role to continue

**Student**

Course Instructor

High School Counselor or Administrator

GCC Course Coordinator

GCC Program Staff

High School Students  
Accelerated College Enrollment (ACE)  
[ace@genesee.edu](mailto:ace@genesee.edu)

Professional Development and Continuing Education  
BEST Center  
[bestcenter@genesee.edu](mailto:bestcenter@genesee.edu)

Other Non-Matriculated Students  
Records and Registration  
[records@genesee.edu](mailto:records@genesee.edu)

**STEP 2: Select "Classes in your High School"**

[Home](#) / Student

Select your student type to continue



[Classes In your High School](#)



[BOCES](#)



[Career Academy](#)



[College Today](#)



[Homeschool](#)



[Excel & Special Requests](#)



[Early College High School \(WNY Tech Academy\)](#)

### STEP 3: Is this the first time you've used the Rapid Access Portal this term?

**Yes:** Complete the identification information "Let's Get Started" page.

**No:** Click the "Login with your GCC information" on the upper right hand side, log in with your GCC user name and password ([Click here to reset your password if you haven't logged in for a few months](#)) and skip to STEP 6.

**NOTE:** Once you login you will be prompted to sign the financial responsibility.

**SUNY GCC** Genesee Community College

## Let's Get Started

Please enter the requested information to start your registration or match your information to an existing account.

**If your account is found and you are eligible to register you will be prompted to log in on the next page.**

**Please note:** You may be asked to complete a new application if you are not currently eligible to register.

Please provide a unique to student personal email address (do not use a parent, high school supplied or .org email). Returning students should use their Genesee.edu email address.

Enter your student information here:

Registration Term\*

Spring 2026

Select the term for your registration

Legal Student First Name\*

Legal Student Last Name\*

Middle Name or Initial

Already have a GCC Username?

[Login with your GCC Information](#)

## STEP 4: Email Verification

You will receive a verification email – if you are not currently eligible to register you will be asked to complete an application. If you are eligible to register you will be prompted to log in with your GCC Username and Password. ([Click here to reset your password if you haven't logged in for a few months](#))

## STEP 5: Application

The application will already include the information you included on the last form.

**NOTE: Be very careful when providing your email address – your personal information will be viewable to anyone with access to the email address you list.**

Your email has been successfully verified. Please continue

Legal Student First Name\*

Legal Student Last Name\*

Middle Name or Initial

Chosen/Preferred Name

High School

If you take classes at a BOCES, please select < Change Me >

High School Graduation Date\*

Please change to Next June if you graduate at the end of the school year (CHANGE ME TO JUNE DEFAULT)

## STEP 6: Financial Assistance Eligibility

[Home](#) / Free Reduced Lunch

### Financial Assistance Eligibility

Financial Assistance is **ONLY** available for Classes in your High School, BOCES, and Career Academies. Please select "**Not Eligible**" if you are registering for any other GCC program.

Eligibility\*

- I am not eligible under federal guidelines and/or am not requesting financial assistance.
- I am eligible for free lunch under federal guidelines and am requesting 50% financial assistance.
- I am eligible for reduced lunch under federal guidelines and am requesting 25% financial assistance

[Submit Request](#)

## STEP 7: Financial Responsibility & Certificate of Residence

Make sure to read and understand the Financial Responsibility statement and then select the appropriate option for your Certificate of Residence – **YOU MUST APPLY FOR AND SUBMIT A CERTIFICATE OF RESIDENCE IF YOU LIVE OUTSIDE OF GENESEE COUNTY – OR YOUR TUITION COULD BE DOUBLED:**

Certificate of Residence\*

I am a NYS resident.  
 I am not a NYS resident. I understand that additional tuition charges will be assessed on my account.  
 I am not a US citizen. I understand that additional tuition charges will be assessed on my account.

Please read and confirm

I swear and affirm that I have been a legal resident of New York State for the past year AND a resident of Genesee County for the last six (6) months. I am requesting that this affirmation be processed as my certificate of residence.  
 I am a NYS resident residing outside of Genesee County and I have a certificate of residence to upload.  
 I am a NYS resident residing outside of Genesee but I do not have a certificate of residence to upload at this time. I understand and agree that if I fail to provide a valid, county-issued certificate of residence by the due date, I will be subject to and responsible for the payment of double tuition charges. ATTENTION: Certificates when received can be emailed to [cor@genesee.edu](mailto:cor@genesee.edu).  
 I have provided a certificate of residence to Genesee Community College within the past year and believe that it remains valid for the term. I understand that, if I am mistaken and I do not have a valid certificate on file by the due date, I will be subject to and responsible for the payment of double tuition charges.

**ATTENTION GENESEE COUNTY RESIDENTS**

If you have lived in the county for 6 months, you only need to check the NYS resident and the first choice under “please read and confirm”.

**YOU DO NOT NEED TO COMPLETE AND SUBMIT AN APPLICATION OR CERTIFICATE**

A signature page will pop up, you will need to sign and submit. (Don't click the clear signature button unless you want to replace the signature)

## STEP 8: Course Selection

Your high schools course listing will appear, you can select multiple classes at once.

**Check the box (circled) for your class(es) and click “Submit Selections”**

<input checked="" type="checkbox"/>	Fall 2025	SPA 102 (99 credits) Elementary Spanish 2	Pembroke Central School	PreReq(s): None Description: Not Available
<input type="checkbox"/>	Fall 2025	SPA 202 (99 credits) Intermediate Spanish 2	Pembroke Central School	PreReq(s): None Description: Not Available

**Your class(es) will show up on the “Selected Class Status” tab as “Registered”.**

Successfully saved COR information.

### Select Your Classes

You can select classes or review your registration status on this page.  
You will be able to return to this page at any time to add more classes.  
Once you have selected your classes and click the submit selections button you will receive a status alert. If you are not adding any more classes during this session please click “Yes, I am done”.  
Please contact the appropriate email or phone number from the page footer if you have questions about your registration.  
It can take 10 - 30 minutes to create your account, you can select classes now, or you may prefer to wait 10 minutes before selecting your classes.  
Choose a tab below to view course options and selection status:

Search for Class(es) Selected Class Status

Below are the classes you have selected

Show 10 entries Search:

Term	Course / Section No.	Instructor	Course Info	Status
Fall 2025	SPE 108 (3 credits) Public Speaking 66109 - STM	Daniel Snyder	PreReq(s): None Description: Not Available	Registered

Showing 1 to 1 of 1 entries Previous 1 Next

ACE STUDENTS: If you would like to drop a listed course prior to the registration deadline, please contact [ACE@genesee.edu](mailto:ACE@genesee.edu). Students should follow withdrawal procedures for any course withdrawals initiated after the registration deadline.

SUNY Genesee Community College

- Home
- Financial Assistance Eligibility
- Financial Responsibility Agreement
- Register for Classes
- Pay My Bill

You can return to this page to add more classes or review your registration status.

## STEP 9: PAY MY BILL – ADVANCED STUDIES

This page may tell you that you have a \$0.00 Balance – If you have just selected your classes your bill has not been generated yet, however you can make a payment.

**The tuition is \$225 for a 3 credit course and \$300 for a 4 credit course** – A minimum payment of **50%** is expected with registration and a bill will be sent for the remaining tuition due.

Select your preferred payment method on this page:

## Your Current Account Balance for Fall 2025: \$525.00

THIS BALANCE MAY NOT BE ACCURATE

This balance will be based on your **current course registration**; factors such as residency, pending GCC tuition waivers and 3rd party payments may impact the total amount due. You will receive a bill for any remaining balance.

A minimum payment of 50% of your anticipated total balance is expected at the time of your registration. If your school or BOCES will be paying for one or more class(es) your balance may change after those anticipated payments are applied to your account. If you do not anticipate a balance due, select "No Payment".

If you prefer to pay by check please include the student's ID number : 800 [REDACTED] on the memo line, make the check payable to Genesee Community College and mail to Genesee Community College, Attn: Student Accounts, 1 College Road, Batavia, NY 14020.

Please Select\*

Select

Select

Pay now by Credit Card (50% or full balance)

Pay by Check (50% or full balance)


No Payment - School or BOCES will pay

### Transaction History

Transaction Date	Term	Description	Type	Amount
08/04/2025	Fall 2025	Tuition Advanced Studies	Charge	\$300.00
08/04/2025	Fall 2025	Tuition Advanced Studies	Charge	\$225.00

Make sure to click "Submit"

**STEP 10: SUCCESS!** – You will be returned to the RAP Home dashboard – Your ID number is in the bright blue box for future reference, please write this number down in a safe place. You can log out now and come back later to make future payments if needed.



YOUR EMAIL WILL BE HERE

### Welcome to GCC's Rapid Access Portal

Select an option below to continue

Financial Assistance Eligibility [Continue](#)

Financial Responsibility Agreement [Continue](#)

Register for Classes [Continue](#)

Pay My Bill [Continue](#)

My Profile [Continue](#)

Logout [Continue](#)

Student ID **YOUR ID # WILL BE HERE**

Announcement(s)  
No announcements found