

HELPSHEET

myGCC

LOG INTO myGCC

1

Go to:
genesee.edu

2

Select the MYGCC icon
at the top right of the
homepage.

3

Login to
myGCC
(netid@genesee.edu)

4

Select
My Account

5

Select My Banner
Self-Service

For Technical Assistance:

- www.genesee.edu/helpdesk
- 1.866.614.5004
- helpdesk@genesee.edu
available 24/7
- TechZone: T212 Conable



Student Accounts

View Student Account

- Select **View My Account Detail for Term** under Student Accounts.
- Select a **Term**.

View Your Bill

- Select **View My Statement History** under Student Accounts.
- A list of electronic billing statements (E-Bills) will display.
- Select the most recent date within the current term.

Pay Your Bill

- Select **Make a Payment** under Student Accounts.
- Nelnet will redirect you to their website for payment.
- Select **Make a Payment**.

Enroll in the Online Payment Plan

- Select **Manage my Payment Plan** under Student Accounts.
- Nelnet will redirect you to their website for payment.
- Select **Set Up a Payment Plan** if it is visible.

Manage Your Refund

- Select **Manage My Refunds** under Student Accounts.
- Nelnet will redirect you to their website.
- Select **Manage Refunds** and confirm your identity.
- Select your **refund method**.
- Enter all required information & select **Save**.

View Address & Phone Number on File

- Select **View/Update Personal Info** under **General Student Information**.
- Select **Personal Information** under **My Profile**.
- **To update a Phone Number, select the pencil to edit. Select Update to save changes.**
- To update your **Mailing Address** select the pencil to edit. Select **Update** to save changes.
- To add a **Temporary Mailing Address** select the **Add New** button. Select the type of address and enter all required information and select **Add**.

**To change your permanent address, you must fillout a permanent address change form: studentaccounts@genesee.edu*

Advisement/Registration

Find your Advisor

- Select **View Student Profile** under General Student Information.

* *Advisor name is listed on the main page.*

Change your Major

The **Online Change of Major Request** form is available in **myGCC** under the **My Account** tab and in the **"From the Registrar"** section. Complete the form and select submit.

Run a Degree Audit

- Select **Run a Degree Audit** under Registration Tools.
 - Scroll down to view entire report.
 - To print, select the **Print icon and OPEN PDF**.
 - Select the **Print icon** in the **right hand corner of the PDF**.
- * *Select the **What-If** option if you are considering changing your major.*

Use Schedule Planner

- Select **Use Schedule Planner** under Registration Tools.
- Select **Term**, save and continue.
- **Add courses, modify section options, Generate Schedules** and Choose a schedule and **lock courses** in to place.
- Select **Send to Shopping Cart**.
- Select **Term**.
- Select **Plans** Tab.
- **Add** each Course to **Summary**.
- Select **Submit** to Register.

Search & Register for Classes

- Select **Registration/View Schedule** under Registration Tools.
- Select **Add or Drop Classes**.
- Select **Term**.
- Select Search Criteria.
- Select the course name for additional section information and pre-requisites.
- Select **Add** to move the class to Summary.
- Select **Submit** to Register.

Register for Classes using CRN's

- Select **Registration/View Schedule** under Registration Tools.
- Select **Add or Drop Classes**.
- Select **Term**.
- Select **Enter CRNs** Tab.
- Enter the Course Registration Number (CRN).
- Select **+Add** Another CRN for additional CRNs.
- Select **Add to Summary**.
- Select **Submit** to Register.

Withdrawal OR Drop a Class

- Select **Registration/View Schedule** under Registration Tools.
 - Select **Add or Drop Classes**.
 - Select **Term**.
 - In the Summary box, select an item in the **Action** drop down menu next to the class.
 - Select **Submit**.
- * *You will choose either **Web Drop** or **Withdrawal Post Census** based on the date you are taking action.*

View and Print your Schedule

- Select **Registration/View Schedule** under Registration Tools.
- Select **View Registration Information**.
- Select the **current Term** and **Print/Email icon**.

Lookup and Order Textbooks

- Visit **genesee.edu**.
- Hover over **Campus Life** and select **Bookstore**.
- Select **Shop the GCC Online Book Store**.
- Select **Course Materials and Textbooks**.
- Select **Find Course Materials**.
- Enter course information and select **Retrieve Materials**.

View Final Grades

- Select **View Grades** under Student Records Access.
- Select **Term** and **Course Level**.

Apply for Graduation

- Select **Apply to Graduate** under Student Records Access.
- Select **Term** and Submit.
- Select **one Curriculum** and select continue.
- Select **Graduation Date**.
- Select **Ceremony Attendance**.
- Select or Enter a new **Name for Diploma**.
- Verify **Name for diploma**.
- Select and Verify **Address for diploma**.
- Verify all information.
- Select **submit request**.

Request a Transcript

- Select **Request Transcript** under Student Records Access to be redirected to **Parchment** to order a transcript.
 - Complete the prompts to create a Learner Account to order a transcript.
- * *Each official transcript is \$10.00*

Financial Aid

Authorize Aid for Bookstore Use

- Select **Authorize Funds for Bookstore use under Financial Aid**
- Read both boxes and check as appropriate
- Select **Submit**

View Financial Aid Award

- Select **Financial Aid Dashboard under Financial Aid**
- Select **Academic Award Year**
- Select **Award Offer** tab
- Scroll down to view award

Accepting or Declining Loans

- Select **Financial Aid Dashboard under Financial Aid**
- Select **Academic Award Year**
- Select **Award Offer** tab
- Scroll down to the **Loans** section
- Enter the dollar amount of award to accept
- Select **Accept**
- Select **Submit**

Go to **studentaid.gov** to complete Entrance Counseling (every academic year) and the eMPN (MasterPromissory Note, only required once)

Apply for Work Study Award

- Log into MyGCC
- Select the **Student** tab
- Select the **Career and Employment** tab
- Select **Click here to apply for Work Study eligibility**
- Fill out the **GCC Work study application**
- Select **Submit**

For Additional Assistance,

Please Contact:

Student Success Center

- **www.genesee.edu/ssc**
- **ssc@genesee.edu**
- **(585) 345-6805**