

HELPSHEET

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 Dashboard

For Technical Assistance:
<http://genesee.teamdynamix.com>
1.866.614.5004
TechZone: T212 Conable



Student Accounts

View Student Account

- Select **View My Account Detail for Term** on the Student Accounts tile.
- Select a **Term**.

View Your Bill

- Select **View My Statement History** on the Student Accounts tile.
- Select Statement History tab.
- Select the most recent date within the current term.

Pay Your Bill

- Select **Make a Payment** under the Student Accounts tile.
- 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 the Student Accounts tile.
- 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 the Student Accounts tile.
- 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** tile.
- 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

Advisor name and contact information is listed on the Advisor tile in My Dashboard.

Change of Major Request

Select **Advisement & Registration** square on the myGCC Home page. Select **Change Major or Advisor** under **Other Records Resources**. Complete and submit form.

Run a Degree Audit

- Select **Run a Degree Audit** under the Registration Tools tile.
- Scroll down to view entire report.
- * Select the **What-If** option if you are considering changing your major.
- * Select **GPA Calculator** on the top right three dots for GPA projection or advice.

Use Schedule Planner

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

BookSmart Textbook program

- Visit genesee.edu/booksmart/ to learn more about the program.
- Students are automatically enrolled in the program each semester and are charged \$23 per credit hour for their required books. Students can opt out by the specific deadline if they do not want to participate.
- View email from Barnes and Noble in GCC email for more information.

View Final Grades

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

Apply for Graduation

- Select **Apply to Graduate** under the Student Records Access tile.
- 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 the Student Records Access tile 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 the Financial Aid tile.
- **Read** both boxes and **check** as appropriate
- Select **Submit**.

View Financial Aid Award

- Select **Financial Aid Dashboard** under the Financial Aid tile.
- Select **Offer**
- Scroll down for current aid year offer information.

Accepting or Declining Loans

- Select **Financial Aid Dashboard** under the Financial Aid tile.
- Select **Offer**.
- Scroll down for current aid year offer information.
- View Options to Pay Net Cost section.
- Next to the loan information, from the dropdown menu, **select accept or decline and the loan amount**.
- Select **Submit**.

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

Apply for Scholarships

- Select **Apply for Foundation Scholarship** under the Financial Aid tile.
- Select **Term**.
- Select **all applicable scholarships**.
- Compose and **upload essay**.
- Select **Submit Scholarship Application**.

Apply for Work Study Award

- Select **Apply for Work Study** under the Financial Aid tile.
- Complete the Work Study Application form.
- Select **Submit**.

Check Your GCC EMAIL

- Login to myGCC
- Select **EMAIL** picture box located across the top of the myGCC homepage.
- GCC email is created 24-28 hours after a student registers for the first time.

For Additional Assistance,
Please Contact:

Student Success Center

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