MyGCC Self-Registration & Waitlist Information

As a continuing student you may have the ability to register yourself for classes, add/drop, and sign up for waitlisted courses using your MyGCC account.

**How does it work?** The College automatically generates registration PIN numbers for currently enrolled students. To receive the registration PIN, students must first meet with their assigned advisor to discuss their academic goals and plans for the upcoming semester. At that time, your advisor will provide you with the registration PIN to register on your own. For students with an established advising relationship, your advisor may automatically email you your registration PIN at the start of each registration period. Early entrant students and first semester students are not allowed to self-register.

**Please note:** *Your registration PIN is different from your MyGCC login ID and password. Your registration PIN changes each semester and is only used for self-registration. You will continue to use your MyGCC login ID to access the registration page.*

**How to Self-Register**

1. Go to www.gcc.mass.edu
2. Log in to MyGCC
3. Click on the clipboard icon under Quick Links, or go to My classes & schedule → Registration → Register or add/drop on the main menu
4. Select Term from the drop down (e.g., Spring 2015)
5. Enter Registration PIN number
6. Choose one of the following three ways to register for classes

**Three Ways to Register**

1. Under *Add Classes Worksheet*
   a. Enter Course/CRN for each course
   b. Submit Changes

2. Click *Class Search (general search)*
   a. Select Subject
   b. Course Search
   c. Click View Sections
   d. Click the box at left of desired section/day/time

3. Click *Class Search (advanced search)*
   a. Click Advanced Search
   b. Select term, subject, and any other criteria (e.g., course type or meeting days)
   c. Click Section Search
   d. Click the box at left of desired section/day/time
How to Get on a Waitlist

1. Use (1) General Search or (2) Advanced Search (see previous) to find course that is full—“C” to the left of the course rather than an open box.
2. Click Add to Worksheet
3. Enter CRN in box

4. Registration Add Errors will show up on screen
5. Click the dropdown Action box and select Wait List/Reg. Pending

6. Click Submit Changes
7. You will receive an email from student_waitlisted@gcc.mass.edu confirming your waitlist status

Other Information

• To view and print your schedule, choose Printable schedule.
• You are able to add or drop classes during the first five days of classes. After that, you will need to obtain an advisor’s signature and have the add/drop form processed in Enrollment Services (C103).
• The system will not allow you to drop your only or last class. Contact your advisor or the Advising Center for assistance.
• When you are on a waitlist and a seat becomes available, you will automatically be registered for the class and contacted by the college through your GCC email. It is your responsibility to drop the course if you decide you don’t want to take it.

If you have any questions, please do not hesitate to contact your advisor or the Academic Advising Center at (413) 775-1339

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