



Greenfield Community College
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Office of the Registrar

Confirming Roster Process

1. From the **GCC home web page** click **Login** button and select **MyGCC**.
2. Enter your **Username** and **Password** and click **Login**.
3. Select the **Confirming Roster** icon on the left hand side; enter the current term at **Pick a term** prompt and click **Submit**. Hint: if you do not see the choices on the left side of the screen, click on the three bars in the top left to bring the menu down.
4. On the **Select a CRN** screen, if you have more than one class, use the pull down next to **CRN:** to choose the correct section. Click **Submit**.

Note: If your class does not show on the list, scroll to the bottom of the page and click on **Enter CRN Directly**, enter the CRN and then continue with the rest of the directions.

5. For each student on the roster, indicate **Participation** status (Participating, No Show, or Stopped Participating). If all your students are participating, you can check the box next to Participation and all students will be set to Participating after you Submit (step 7).
6. For each student whose **Participation** status is **Stopped Participating**, enter **Last Participaton Date**. For online classes, last participation date can be determined based on when an assignment has been posted, the student added to a discussion, or some other indicator of work as opposed to just going in the first time to look at a class.
7. Once each student's **Participation** status and, if applicable, **Last Participation Date** has been entered, please review the roster carefully to ensure that there is an appropriate entry for each student and then click **Submit**.
8. A note at the top of the roster following a green check mark (✓) will say: "**You have successfully completed.**"
9. For multiple class rosters, repeat this process beginning with step 4 above.
10. **Special Note:** Please direct students who are participating in your class, but are not listed on your class roster, to email registration@gcc.mass.edu about their registration status.
11. **Questions?** For Banner technical questions, please submit an IT help ticket. For registration or enrollment questions, please email registration@gcc.mass.edu.