Steps for Transfer Students

- **Access your MyGCC and email accounts.** Your log in credentials were sent to you in two separate emails, the first contained your username and student ID number, and the second contained a temporary password. Use these to log in to your MyGCC account and set up your permanent password. Once your permanent password is set, you will use these log in credentials to access your MyGCC, student email and Moodle accounts. It may take up to a half hour for your permanent password to work for your student email and Moodle accounts.

- **Do you want to receive credit for coursework at another college?** For a review of transfer credit, request official transcripts from all previously attended colleges and universities to be sent to the Office of Admission.

- **Determine Course Placement.** If you completed courses that satisfy other course prerequisites, then your placement is determined. Otherwise we will use multiple measures to determine your next steps. Discuss your options with the Advising Center.

- **Are you in a program that requires a CORI?** Some programs of study require a CORI check. If you are in one of these programs you would have received the form in your acceptance package emailed to you. Please complete the form and return it along with a copy of your photo ID to Laura Earl in the Office of Admission at earl@gcc.mass.edu. If you are unsure if this applies to you or you need another form, call the Office of Admission, 413-775-1801.

- **Complete the FAFSA and your Financial Aid Intent to Enroll Form** accessible at [www.gcc.mass.edu/financial-aid](http://www.gcc.mass.edu/financial-aid). Financial Aid counselors are available to assist you with completing the FAFSA. For assistance contact financialaid@gcc.mass.edu.

- **Academic planning and course registration.** Visit [www.gcc.mass.edu/advising](http://www.gcc.mass.edu/advising) or call the Academic Advising Center at 413-775-1339 to schedule an appointment.

- **Submit immunization documentation.** MA state law requires all students enrolled in 12 credits or more, health occupations, OLP, or international students to provide proof of immunization. Health forms must be signed by your health care provider and are available online here: [https://www.gcc.mass.edu/admissions/immunization/](https://www.gcc.mass.edu/admissions/immunization/). OLP and Health Occupation applicants have program specific forms. Call 413-775-1430 for more information.

- **Pay your bill.** Log in to MyGCC to check the status, see payment options, and to make a payment. Contact the Bursar’s Office at teller@gcc.mass.edu or 413-775-1301 if you have any questions.

- **Attend mandatory orientation.** Learn about important college services and prepare for class. Register for orientation online through MyGCC once you register for classes.

- **Need accommodations for a disability?** More information about disability services can be found at [www.gcc.mass.edu/ds/](http://www.gcc.mass.edu/ds/) or by contacting the Office of Disability and Accessibility Services at 413-775-1332.

Office of Admission • admission@gcc.mass.edu • 413-775-1801