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 link to submit the form in your acceptance package emailed to you. Once the online form is submitted the CORI hold will be removed from your account. If you are unsure if this applies to you, call the CORI Officer at 413-775-1816.

- **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 sfs@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.

- **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 sfs@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.

- **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. After the start of classes, you will receive an email from our partner CastleBranch, inviting you to create an account and upload your immunization documentation. Detailed instructions are found at: [https://www.gcc.mass.edu/admissions/immunization/](https://www.gcc.mass.edu/admissions/immunization/). OLP and Health Occupation applicants have program specific forms.

Office of Admission • [admission@gcc.mass.edu](mailto:admission@gcc.mass.edu) • 413-775-1801

**AFFIRMATIVE ACTION STATEMENT**

GCC is an affirmative action/equal opportunity institution. For disability accommodation, please contact the Coordinator of Disability Services at (413) 775-1812.