Greenfield Community College
Self Service Registration Guide for Students

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‘MyGCC’ is the Greenfield Community College (GCC) student information/registration system and a very important part of navigating your experience at the college.

Login to MyGCC
Open your Internet browser (Internet Explorer, Netscape, Mozilla, or Safari)

- Go to [http://www.gcc.mass.edu](http://www.gcc.mass.edu) select the “Login” button
- Click on MyGCC

- Log In: User name (last name, first initial, and last 4 digits of student ID #), Password (of your own creation)

Before you register for classes, please check the following

- Look at your scheduling needs for home, work, and personal life. Use this knowledge to complete a worksheet to plan your course schedule that is based on your needs and what courses are available to you and meet your degree requirements.
- Contact your Academic Advisor and get your registration “pin.”
- If you have not already completed a degree audit, you may go to this link to look up your degree requirement worksheet: [http://www.gcc.mass.edu/registrar/degree-audits/](http://www.gcc.mass.edu/registrar/degree-audits/)
- Go to your ‘MyGCC’ and check your unofficial transcript, to do that:
  - Click My Degree tab
  - Click Academic Transcript
  - Click Submit
• You will have your unofficial transcript, which you can then use to fill out the degree audit sheet. This will help guide you in deciding what courses to select.
• If you have questions about your degree progress, please make an appointment with your Academic Advisor.

Check for any holds on your student account

If you have any holds on your student account (health requirements, financial aid, business office, library, etc.), you will not be able to register for classes until they are taken care of.

To find out if you have any holds on your student account click on the “My Account” tab:
• Find the “Billing” items
• Click View Holds

![Image of myGCC website]

Registering for classes:
• Click on the “Register Yourself” on left bar
• Enter your PIN as indicated
• Check the Current Term at bottom left is correct
• Click “Submit”
• If you are registering for more than one term, complete one term before registering for another.

Choose Add/Drop classes
• Choose Class Search from the Add Classes Worksheet page (see image on next page)
• Find the class you want
• Use Searching Tips at top of page
Choose **SUBJECT**

- Choose **COURSE SEARCH**
- List of all classes in this subject for chosen semester will appear on screen.
- Click on **VIEW SECTIONS** for specifics on classes.
- Click on CRN number in **blue** for detail on that class.
- To register for a course, note the CRN number and enter it where indicated on ADD or DROP CLASSES page.
- Check to see if there is room in the desired class (**Cap** = seat capacity)

- If the box to the left of the course is blank you can check it and click Register box. If the course is full, there will be a “**C**” instead of a box to click.
- This will return you to the class worksheet page and the course you just registered for will show. Repeat steps above to complete your full course schedule.
Dropping a course

- Choose Add and Drop Classes
- For the class you wish to drop, click on the drop down under Action for the course and choose **Web Dropped**

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
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<td><strong>WebRegistered</strong> on Mar 18, 2011</td>
<td>None</td>
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<tr>
<td></td>
<td><strong>Web Dropped</strong></td>
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<td></td>
<td>Audit</td>
</tr>
<tr>
<td></td>
<td>Credit/No Credit</td>
</tr>
</tbody>
</table>

- Click Submit changes at the bottom of the page
- Your current schedule will reflect the change
- **IMPORTANT NOTE:** If you are registered for only one class and attempting to drop it you will need to contact your Academic Advisor or the Academic Advising Center for assistance.

To View or Print Your Class Schedule

- Click the My Classes and Schedule tab
- Choose any of the three options under SCHEDULE
- Printable Schedule tab has printable version.

Registration Add Errors: Overrides

- If when you attempt to register for a course you get a “Registration Add Error” there is a possible requirement for the course that you do not have on your record.
- If you feel that there is an error or the prerequisite is one you have completed in some other way, contact your Academic Advisor.

Waitlists

If a course you are interested in is full, you may put yourself on waitlist.

To be added to a waitlist:

- Write the CRN down as you will need that to be waitlisted for a course

<table>
<thead>
<tr>
<th>Sections Found</th>
</tr>
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<tbody>
<tr>
<td>Art</td>
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</tbody>
</table>

Select CRN Subj Crse Sec

1009 ART 141 A

- Click Add To Worksheet box to bring you back to the worksheet
- Put the CRN number on the worksheet space
• Choose submit changes
• It will show as the class is full, go to the drop down selection and choose waitlist

Once you are waitlisted

• If a class is full, you may have the option of being placed on a wait list for the course. You may not be placed on a wait list for an alternate section of a course you are already registered for.
• Be sure your contact information, including GCC email and a current phone number are up-to-date in ‘MyGCC’.
• When a seat becomes available you will automatically be registered for the course and contacted by GCC email at the time you are registered.
• If you no longer wish to be registered for the course it is your responsibility to drop the course using MyGCC (if you have a course registration pin #), or by contacting the Academic Advising Center via email – advising@gcc.mass.edu, or phone (413-775-1339) – to be removed from the roster. You are responsible for any associated tuition and fees until the class has been dropped from your schedule.
• Your schedule should be built ‘around’ the waitlisted course you are interested in. If a time conflict exists at the time a seat becomes available, you will be placed at the bottom of the waitlist and will not be guaranteed a seat in the course.
• If you have a hold on your account at the time a seat becomes available, you will have 24 hours to address the obligation or be moved to the bottom of the list.
• If the holds persist for a week after notification, you will be removed from the waitlist.
• If you have holds on your account once classes have begun you will automatically be removed from the waitlist as well.

If you have questions about the registration process, please contact your Academic Advisor or the Academic Advising Center.