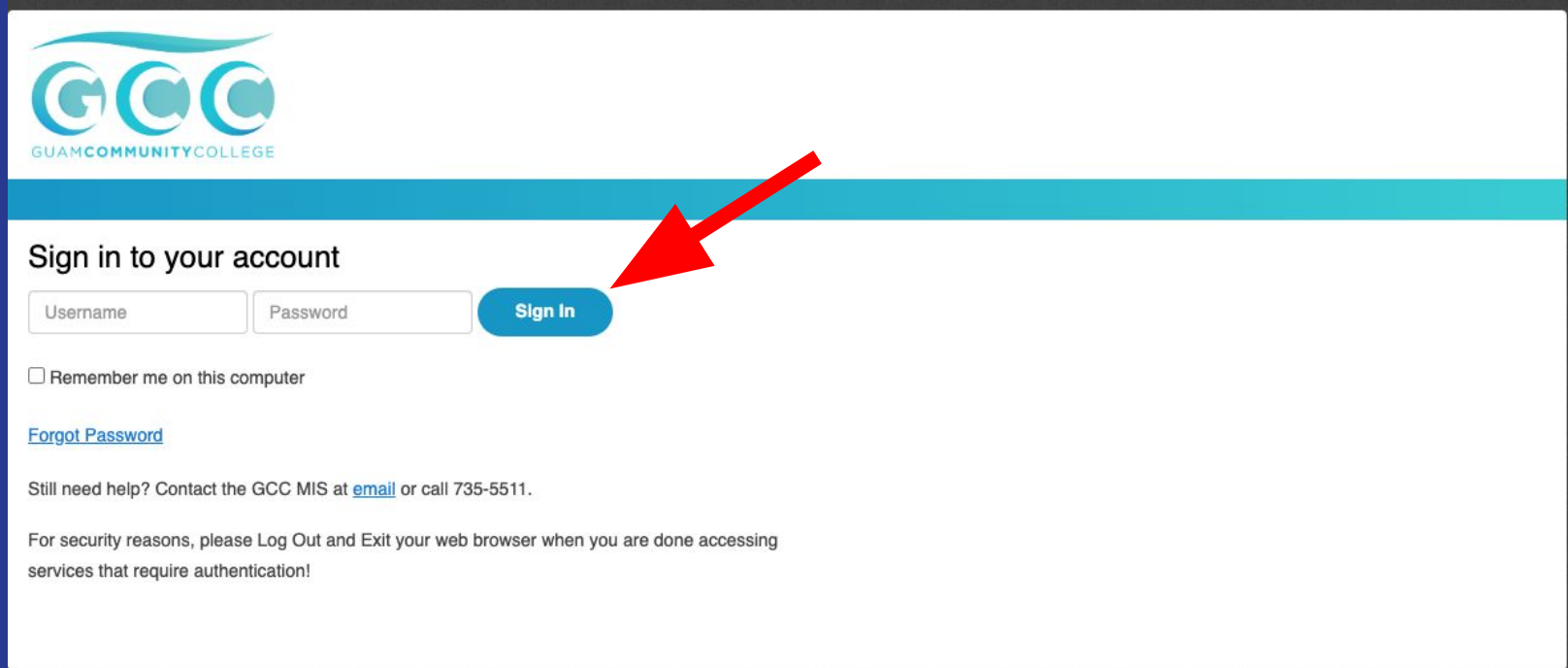





GUAMCOMMUNITYCOLLEGE

How to add classes using MyGCC

Log in to your MyGCC account



The image shows a screenshot of the login page for Guam Community College (GCC). At the top left is the GCC logo, which consists of three stylized 'G' characters in teal and blue, with the text 'GUAM COMMUNITY COLLEGE' underneath. Below the logo is a teal horizontal bar. Underneath the bar, the text 'Sign in to your account' is displayed. Below this text are two input fields: 'Username' and 'Password'. To the right of these fields is a blue 'Sign In' button, which is highlighted by a red arrow pointing towards it from the right. Below the input fields is a checkbox labeled 'Remember me on this computer'. Underneath the checkbox is a blue link that says 'Forgot Password'. At the bottom of the page, there is a line of text: 'Still need help? Contact the GCC MIS at [email](#) or call 735-5511.' and another line of text: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'.


GUAM COMMUNITY COLLEGE

Sign in to your account

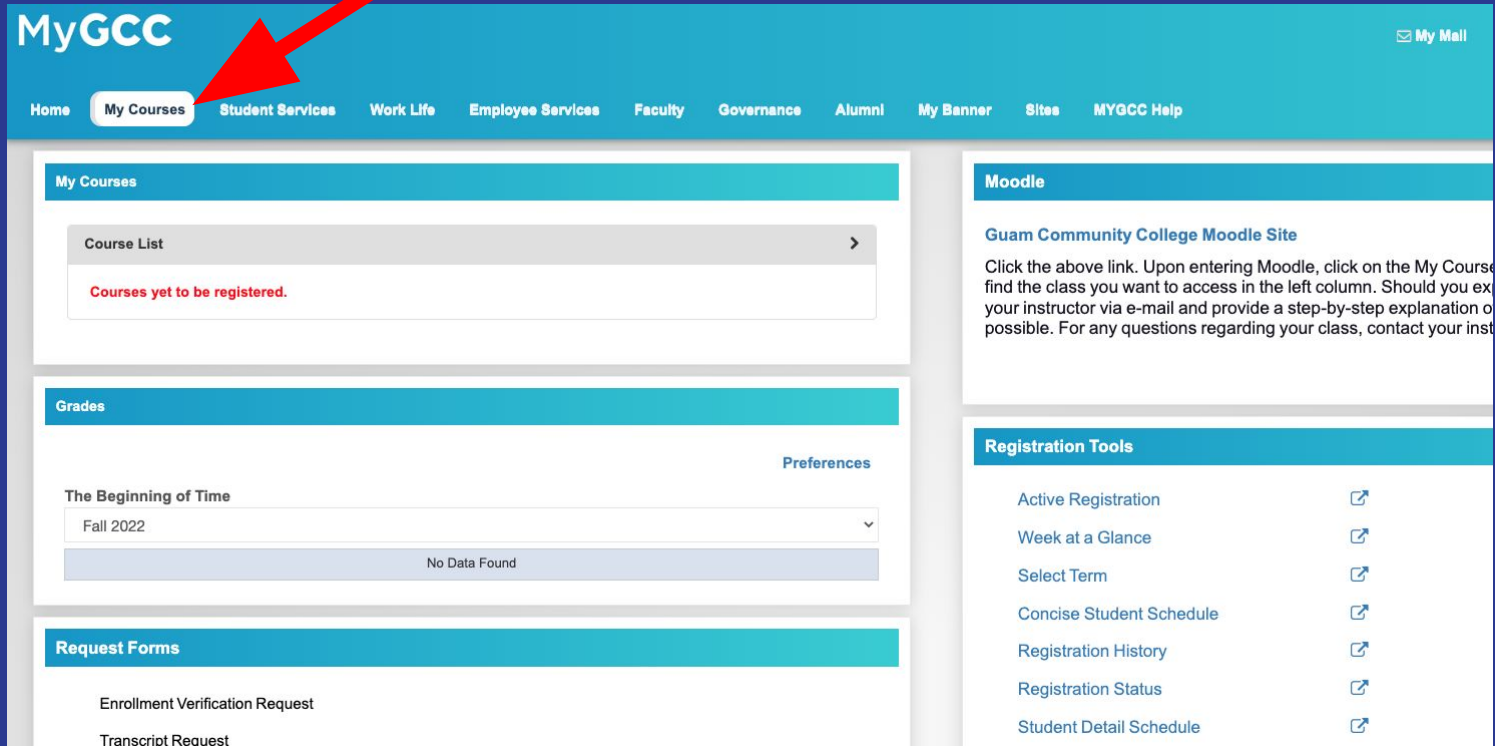
Remember me on this computer

[Forgot Password](#)

Still need help? Contact the GCC MIS at [email](#) or call 735-5511.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Click on My Courses



The screenshot shows the MyGCC website interface. A red arrow points to the 'My Courses' link in the top navigation bar. The main content area is divided into three columns. The left column contains sections for 'My Courses', 'Grades', and 'Request Forms'. The middle column contains a 'Moodle' section with a link to the 'Guam Community College Moodle Site' and a paragraph of instructions. The right column contains a 'Registration Tools' section with a list of links and external icons.

MyGCC My Mail

Home **My Courses** Student Services Work Life Employee Services Faculty Governance Alumni My Banner Sites MYGCC Help

My Courses

Course List >

Courses yet to be registered.

Grades

The Beginning of Time Preferences

Fall 2022

No Data Found

Request Forms

Enrollment Verification Request








Transcript Request

Moodle

[Guam Community College Moodle Site](#)

Click the above link. Upon entering Moodle, click on the My Course find the class you want to access in the left column. Should you ex your instructor via e-mail and provide a step-by-step explanation o possible. For any questions regarding your class, contact your inst

Registration Tools

- [Active Registration](#) 
- [Week at a Glance](#) 
- [Select Term](#) 
- [Concise Student Schedule](#) 
- [Registration History](#) 
- [Registration Status](#) 
- [Student Detail Schedule](#) 

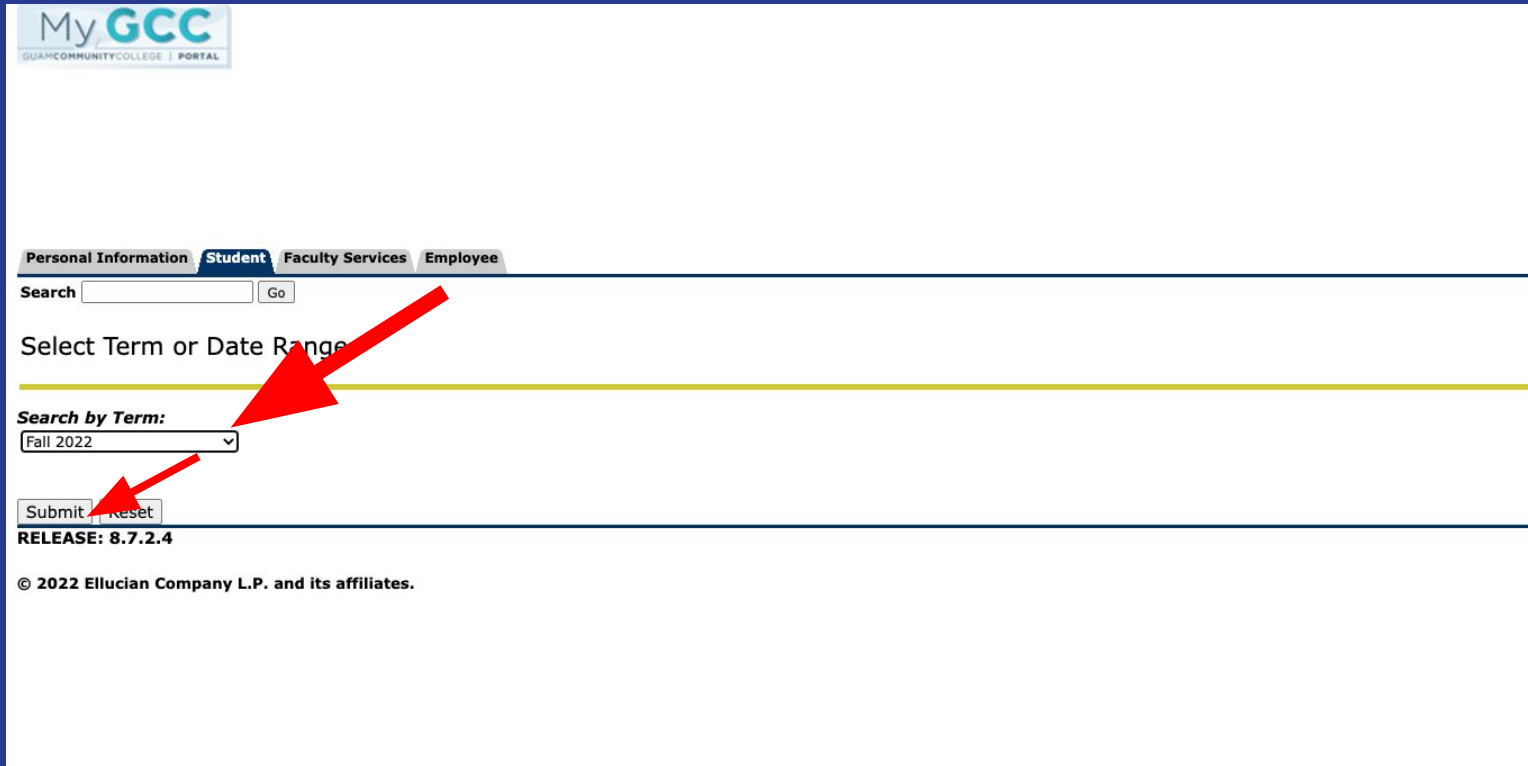
Click on Add or Drop classes

The screenshot displays the MyGCC website interface. At the top, there is a teal header with the MyGCC logo on the left and a 'My Mail' icon on the right. Below the header is a navigation menu with the following items: Home, My Courses (highlighted with a white background), Student Services, Work Life, Employee Services, Faculty, Governance, Alumni, My Banner, Sites, and MYGCC Help.

The main content area is divided into several sections:

- My Courses:** A teal header section containing a 'Course List' button with a right-pointing arrow and a red text message: 'Courses yet to be registered.'
- Grades:** A teal header section with a 'Preferences' link on the right. It features a dropdown menu for 'The Beginning of Time' currently set to 'Fall 2022'. Below the dropdown, a grey bar indicates 'No Data Found'.
- Request Forms:** A teal header section listing several forms: Enrollment Verification Request, Transcript Request, Application for Graduation, and Change or Add a Major.
- Moodle:** A teal header section with the title 'Guam Community College Moodle Site'. Below the title, there is a paragraph of text: 'Click the above link. Upon entering Moodle, click on the My Courses... find the class you want to access in the left column. Should you exper... your instructor via e-mail and provide a step-by-step explanation of th... possible. For any questions regarding your class, contact your instruc'.
- Registration Tools:** A teal header section containing a list of tools, each with a right-pointing arrow icon:
 - Active Registration
 - Week at a Glance
 - Select Term
 - Concise Student Schedule
 - Registration History
 - Registration Status
 - Student Detail Schedule
 - Look Up Classes
 - Add or Drop Classes (highlighted with a red arrow)
 - Change Class Options

Select a term, then click on Submit



MyGCC
GUANACOMMUNITYCOLLEGE | PORTAL

Personal Information **Student** Faculty Services Employee

Search Go

Select Term or Date Range

Search by Term:
Fall 2022

Submit Reset

RELEASE: 8.7.2.4

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Click on Class Search

MyGCC
GUAM COMMUNITY COLLEGE | PORTAL

Personal Information **Student** Faculty Services Employee

Search

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. ***** Please be advised of the following: BY FINANCIAL RESPONSIBILITY FOR THESE ADJUSTMENTS TO MY REGISTRATION. I ACKNOWLEDGE THAT I WILL BE RESPONSIBLE FOR THE FULL TUITION AND FEES UNLESS I OFFICIALLY DROP ACADEMIC CALENDAR FOR SPECIFIC DATES AND DEADLINES. IF STUDENTS DO NOT WITHDRAW FROM COURSES, THEY WILL BE LIABLE FOR THE FULL AMOUNT OF TUITION AND FEES EVEN I WILL BE APPLIED AS FOLLOWS TO SEMESTER-LONG COURSES OFFERED. ***** What to expect for online and hybrid courses: Online students must have regular access to reliable internet and be able to navigate the internet; students are expected to reach out to support offices for help as needed (i.e. tutoring, library, counseling, etc.); confirm you have your MyGCC username/password questions regarding online or hybrid courses, please contact the instructor via their MyGCC email address.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[[View Holds](#) | [Change Class Options](#) | [Registration Fee Assessment](#)]

Choose a subject, then click Course Search

The screenshot shows the MyGCC portal interface. At the top left is the logo for MyGCC (Guam Community College Portal). Below the logo is a navigation bar with tabs for 'Personal Information', 'Student', 'Faculty Services', and 'Employee'. The 'Student' tab is currently selected. Below the navigation bar is a search input field with a 'Go' button. The main heading is 'Look Up Classes'. Below this heading is a yellow horizontal line and a help icon with the text: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when you...'. Below this text is a 'Subject:' dropdown menu with a list of subjects: AC - Accounting, AE - Architectural Engineering, AEMA - Adult Education Math, ASL - American Sign Language, AST - Automotive Service Tech, BAK - Baking and Pastry, CD - Early Childhood Education, CE - Civil Engineering Tech, CH - Chamoru Language, and CJ - Criminal Justice. Two red arrows point to the dropdown menu and the 'Course Search' button. At the bottom of the page are two buttons: 'Course Search' and 'Advanced Search'.

MyGCC
GUAM COMMUNITY COLLEGE | PORTAL

Personal Information **Student** Faculty Services Employee

Search Go

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when you...

Subject:

- AC - Accounting
- AE - Architectural Engineering
- AEMA - Adult Education Math
- ASL - American Sign Language
- AST - Automotive Service Tech
- BAK - Baking and Pastry
- CD - Early Childhood Education
- CE - Civil Engineering Tech
- CH - Chamoru Language
- CJ - Criminal Justice

Course Search Advanced Search

Click on View Sections for the course you would like to add

Personal Information **Student** Faculty Services Employee


Search Go

Look Up Classes

Fall 2022

MA - Mathematics

097	Pre-Algebra	View Sections
098	Intermediate Algebra	View Sections
110A	Finite Mathematics	View Sections
115	Fund. of College Algebra	View Sections
161A	College Alg & Trig I	View Sections



Select the box of the day and time of the course you would like to add, then click Register

Personal Information **Student** Faculty Services Employee

Search Module Navigation Links

Look Up Classes

Sections Found
MA - Mathematics

Select	IN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
<input type="checkbox"/>	60276	MA	098	01	GCC	4.000	Intermediate Algebra	MTWRF	12:01 pm-02:00 pm	20	7	13
<input type="checkbox"/>	60277	MA	098	02	GCC	4.000	Intermediate Algebra	MTWRF	10:01 am-12:00 pm	20	8	12

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessm](#)


To add more classes, click on Class Search and follow the previous steps

MyGCC
GUAM COMMUNITY COLLEGE | PORTAL

Personal Information **Student** Faculty Services Employee

Search

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. ***** Please be advised of the following: BY FINANCIAL RESPONSIBILITY FOR THESE ADJUSTMENTS TO MY REGISTRATION. I ACKNOWLEDGE THAT I WILL BE RESPONSIBLE FOR THE FULL TUITION AND FEES UNLESS I OFFICIALLY DROP ACADEMIC CALENDAR FOR SPECIFIC DATES AND DEADLINES. IF STUDENTS DO NOT WITHDRAW FROM COURSES, THEY WILL BE LIABLE FOR THE FULL AMOUNT OF TUITION AND FEES EVEN I WILL BE APPLIED AS FOLLOWS TO SEMESTER-LONG COURSES OFFERED. ***** What to expect for online and hybrid courses: Online students must have regular access to reliable internet and be able to navigate the internet; students are expected to reach out to support offices for help as needed (i.e. tutoring, library, counseling, etc.); confirm you have your MyGCC username/password questions regarding online or hybrid courses, please contact the instructor via their MyGCC email address.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[[View Holds](#) | [Change Class Options](#) | [Registration Fee Assessment](#)]

To view your schedule, click on My Courses, then click on Concise Student Schedule

The screenshot shows the MyGCC website interface. At the top, there is a navigation bar with the MyGCC logo and several menu items: Home, My Courses, Student Services, Work Life, Employee Services, Faculty, Governance, Alumni, My Banner, Sites, and MYGCC Help. A red arrow points to the 'My Courses' menu item. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'My Courses' section with a 'Course List' button and a message that says 'Courses yet to be registered.' Below that is a 'Grades' section with a 'The Beginning of Time' dropdown menu set to 'Fall 2022' and a 'No Data Found' message with a 'Select Another Term' button. At the bottom left is a 'Request Forms' section with an 'Enrollment Verification Request' link. On the right side, there is a 'Moodle' section with a link to the 'Guam Community College Moodle Site' and a paragraph of text. Below that is a 'Registration Tools' section with a list of links: 'Active Registration', 'Week at a Glance', 'Select Term', 'Concise Student Schedule', 'Registration History', 'Registration Status', and 'Student Detail Schedule'. A red arrow points to the 'Concise Student Schedule' link.

MyGCC

Home My Courses Student Services Work Life Employee Services Faculty Governance Alumni My Banner Sites MYGCC Help

My Courses

Course List

Courses yet to be registered.

Grades

The Beginning of Time

Fall 2022

No Data Found Select Another Term

Request Forms

Enrollment Verification Request

Moodle

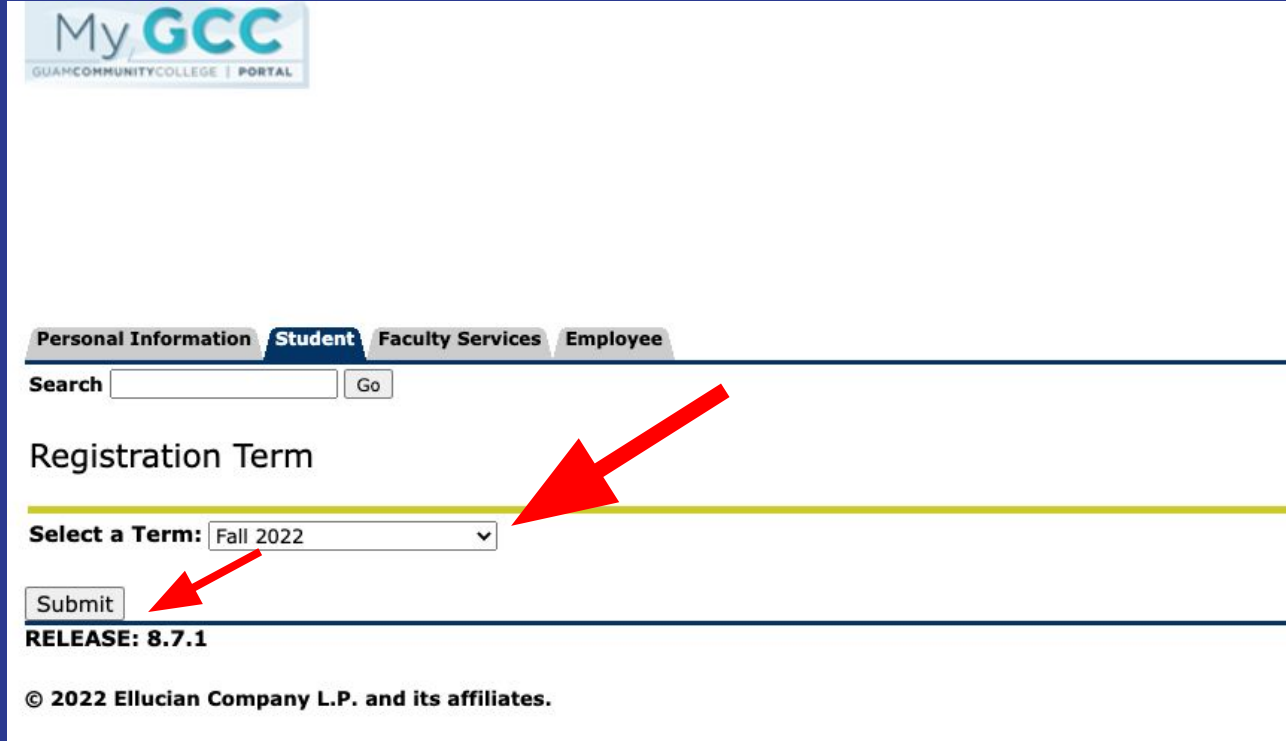
Guam Community College Moodle Site

Click the above link. Upon entering Moodle, click on the Moodle Site link. Find the class you want to access in the left column. Show your instructor via e-mail and provide a step-by-step explanation if possible. For any questions regarding your class, contact your instructor.

Registration Tools

- Active Registration
- Week at a Glance
- Select Term
- Concise Student Schedule
- Registration History
- Registration Status
- Student Detail Schedule

Select term, then click Submit



The screenshot displays the MyGCC portal interface. At the top left is the logo for MyGCC, GUAMCOMMUNITYCOLLEGE | PORTAL. Below the logo is a navigation bar with tabs for Personal Information, Student, Faculty Services, and Employee. The Student tab is currently selected. Underneath the navigation bar is a search field with a 'Go' button. The main content area is titled 'Registration Term'. Below this title is a dropdown menu labeled 'Select a Term:' with 'Fall 2022' selected. A red arrow points to the dropdown menu. Below the dropdown menu is a 'Submit' button, also indicated by a red arrow. At the bottom of the page, there is a release version 'RELEASE: 8.7.1' and a copyright notice: '© 2022 Ellucian Company L.P. and its affiliates.'

MyGCC
GUAMCOMMUNITYCOLLEGE | PORTAL

Personal Information **Student** Faculty Services Employee

Search Go

Registration Term

Select a Term:

Submit

RELEASE: 8.7.1

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For more information:

Assessment and Counseling Department

Call: (671)735-5562/63/82/93 or (671)735-5629

Email: gcc.counseling@guamcc.edu

Admissions and Registration Office

Call: (671) 735-5531

Email: gcc.registrar@guamcc.edu