

INTRODUCTION TO THE MYGCC ACADEMICS TAB

The ‘Academics’ tab of myGCC will be your main hub for academic information during your time as a student at GCC. This document will give you a glimpse into a few of the things you can access there.

To begin, log in to the myGCC portal (<https://my.gcc.edu/ics>) and click on the ‘Academics’ tab from the menu across the top of the screen:

Home Campus Life Student Financial Info Sign-Up Academics Events Career Services Future Students Student Life Staff My Pages

Let’s start with the middle column of the Academics tab.

Courses Schedules

Add/Drop Courses: This is where you will register for future semesters.

Course Search: Search all the course offerings for a certain term as you plan your schedule out.

All My Courses

This is where you can get a basic view of your class schedule – course and day/time. Be sure the dropdown is set to ‘Future Courses’ to see your fall 2022 classes.



Student Schedule

In this section you can see a basic view of your schedule. You can also click ‘View Details’ in this section to get more information about your courses – professor, classroom assignment, etc. If you click the + sign beside a course and then click the “Click here to find textbook information” link, you’ll be redirected to the GCC Bookstore website.

Grade Report

This is where you will be able to access your final grades each semester as well as your midterm grades.

Unofficial Transcript

--See page three for a detailed explanation of how to view this document.--

Now let’s move to the right column of the Academics tab.

Student Self-Service

First up in this column is a link to National Student Clearinghouse who we have partnered with to provide our students access to enrollment verification certificates and the ability to order official transcripts.

Academic Info - Courses

The information in this section will change frequently as academic departments and professors post information about new courses (Available Course Options box) or programs (Academic Options box) being offered.

Academic Information

This section lists your academic advisor and declared major. Academic advisors for new students will be assigned in July.

UNDERGRADUATE

Faculty Advisors: Dr. Richard Kocur

- BUSA Staff
- Arts and Letters Staff

Intended Majors: Management

My Degree Progress – not yet available to new students but will be ready by August 22.

Rounding out the right-hand column is the ‘My Degree Progress’ section. Again there will be a table-like list but you need to look for the link below this that says ‘View All Details’. Click this and a new page will open. You will then need to scroll to the bottom of the page and click the ‘Grad Audit Report’ link:

[Grad Audit Report](#)

A PDF of your Unofficial Advising Worksheet will open. This document gives you a real-time view of all classes you’ve taken (green checkmark), are currently taking or registered to take (yellow circle), or still need (red ‘x’) to complete according to the major you’ve declared. As you can see in the sample report below, this student has completed HUMA 102; is registered to take HUMA 301 in the spring 2020 semester; and still needs to complete HUMA 200, 202, and 303.

Grove City College **Advising Worksheet		Unofficial Advising Worksheet
Personal Information (Legal, Home, or Permanent):		Advisee Information:
Name:	ID Number:	Advisor #1:
Address:		
Degree Information: (Catalog Year 2018)		
Major	CQPA	MQPA
1.		
Minor		
Concentration 1:		
Classification:		
Expected Graduation Date:		
<p style="border: 1px solid black; padding: 5px;">This Advising Worksheet is provided as a convenience and may be helpful for tracking course requirements. However, the College Bulletin is the controlling authority on all requirements. Questions should be directed to your academic advisor or the Registrar's Office.</p>		
Humanities Core		
Humanities Core:		3.00 Hours Earned
✓ HUMA 102 or RELI Crs Opt Complete HUMA 102 or the one-year sequence of RELI 211 and 212.		
✓ HUMA 102D CIV/BIBLICAL REVELATION		B- 3.00
✗ HUMA200 WESTERN CIV FOUNDATIONS		
✗ HUMA202 CIV/LITERATURE		
✗ HUMA 301F CIV/THE ARTS		(3.00 In Progress Spring 2020)
✗ HUMA303 CHRISTIANITY AND CIV		
✓ Writing Requirement		
Writing Requirement:		3.00 Hours Earned
✓ WRIT 101H FOUNDATIONS OF ACADEMIC DISCOURSE		C+ 3.00
✗ Science,Faith,Technology		
Science,Faith,Technology:		0.00 Hours Earned
Choose one course from PHIL 243; SSFT 205 (or COMP 205), 210, or 212.		
✗ SSFT Course		
✗ _____		

GPA Projection

Using this GPA calculator, you can enter what you think will be your final grade for each of your semester classes to get an estimated projection of what your final GPA will be.

Viewing your unofficial transcript – Language waiver, AP/CLEP/IB credit, Transfer Credits, GCC courses

Your transcript will record all of your academic progress made during your studies at GCC. This includes a language waiver (if received), AP/CLEP/IB credits, transfer credits, and your GCC coursework. It will also record your declared major(s) and any minor(s) or concentration(s) you choose to pursue along with your degree and conferral date when you graduate.

Accessing what is called an “unofficial transcript” can be done by clicking ‘View Unofficial Transcript’ in the ‘Unofficial Transcript’ section of the ‘Academics’ tab (bottom of the center column on that page). Once clicked, a new page will open showing a lot of information in a table-like format. Scroll all the way down to the bottom of this new page and click the ‘GCC Transcript’ PDF link:

GCC Transcript

A sample transcript showing AP and transfer credits earned is shown below. Note: The grade you earned on your transfer credits will be printed on your GCC transcript; however, those grades will not be added to the calculations of your cumulative or major GPA at Grove City College. Only courses taken at GCC count toward your GPA.

ID : SSN : ***_**_-	Grove City Grove City,]
First Middle Last Address City, State Zip	
Undergraduate Division	
Course Number and Title	CR Type GR Rpt CR QP
Transfer: Advanced Placement	
Organization: Advanced Placement	
ENGL AP ENG LIT/COMP	AP AP 3.00 0.00
MATH 161 CALCULUS AB	AP AP 4.00 0.00
WRIT 101 ENG LANG/COMP	AP AP 3.00 0.00
ATT EARN QPS QP AV	
Term Totals : 0.00 10.00 0.00 0.00	
Career Totals : 0.00 10.00 0.00 0.00	
Transfer: Lang Req Met - High School	
LANGUAGE SPANISH	LP 0.00 0.00
ATT EARN QPS QP AV	
Term Totals : 0.00 0.00 0.00 0.00	
Career Totals : 0.00 0.00 0.00 0.00	
Transfer: Credits Accepted	
Organization: Messiah College	
MATH 162 CALCULUS II	TR X 4.00 0.00
MATH ELEC STATS FOR MATH SCIENCES II	TR X 3.00 0.00
MNGT 201 STATS FOR MATH SCIENCES I	TR X 3.00 0.00
SPAN 102 FUNDAMENTALS OF SPANISH II	TR X 3.00 0.00
ATT EARN QPS QP AV	
Term Totals : 0.00 13.00 0.00 0.00	
Career Totals : 0.00 23.00 0.00 0.00	
2019-2020: Fall Semester (8/26/2019 to 12/17/2019)	
COMP 141B COMP PROGRAMMING I	CR WIP 0.00 0.00
ECON 102A PRIN OF ECONOMICS-MACRO	CR WIP 0.00 0.00
MATH 261A CALCULUS III	CR WIP 0.00 0.00
PHYE 100A HEALTHFUL LIVING	CR WIP 0.00 0.00
RELI 211C OLD TESTAMENT LIT/HIST	CR WIP 0.00 0.00
ATT EARN QPS QP AV	
Term Totals : 0.00 0.00 0.00 0.00	
Career Totals : 0.00 23.00 0.00 0.00	