

Online Survey Instructions Guide

The purpose of this guide is to provide you with more details on how to properly submit your course requests to the online survey.

Once you have planned a selection of courses to fill your schedule, you should now be ready to complete the online survey. Every attempt will be made to accommodate your preferences; however, you may find that you are registered for courses that are not on your selection list because of time conflicts, course requirements, or space limitations.

Survey Tips

- Make sure you review a draft copy of the survey at New Student Guides to familiarize yourself with the questions.
- The survey is designed for all majors, so either ignore or mark “not interested” with questions that are not relevant to your major.
- Do not enter the courses that have been pre-scheduled for your major as listed on “Course Selections by Major Guide.”
- Using the textbox for explaining your course requests on the final question is very helpful. The more information, the better!
- You may exit the survey and return later to complete the remaining questions; however, you may only finish and submit the survey once. If you inadvertently submitted the survey and are unable to return, just contact the Registrar’s Office and a new survey will be administered.
- The submission date does not trigger a “first-come-first-served” response to scheduling.
- Your schedule will be finalized shortly before the Summer Launch orientation sessions. You may log onto myGCC (click on the Academics tab) and view your schedule at that time.

Further Schedule Information:

- A second major or minor are not accepted at this time. The only exception is the Accounting/Finance major. You may add a second major or minor after school begins in August. However, you may explain in the survey why you are requesting certain courses and your request will be evaluated.
- If you have submitted college courses for transfer evaluation, the Registrar’s Office will review and plan your schedule accordingly. If you have college courses to evaluate, please review the transfer credit policy under the ‘Course Transfer Evaluation’ link on the New Student Guides site. If you have further questions, e-mail transfers@gcc.edu
- AP/CLEP Guidelines: In mid-July, the Registrar’s Office will enter courses and credits to your academic record based on your scores. If the AP/CLEP score affects your course schedule, contact the Registrar’s Office and your schedule will be updated.
- **Schedule changes will not be immediately accepted unless there are justifiable circumstances like change of major or AP scores that will affect your current schedule.**
- All freshman students will have the opportunity to change their course schedules at the start of the fall Welcome Week event. More information will follow near the start of school.