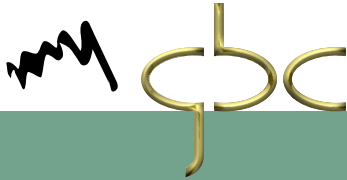




YOUR GRADUATION BEGINS TODAY



REGISTRATION SYSTEM

FIRST STEPS

- Complete Application for Admission:
Go to www.gbcnv.edu
- Within 24-48 hours, your Student ID and password will be emailed to you
- Go to www.gbcnv.edu → MyGBC → MyGBC Self-Service Center
- Sign on with Student (User) ID and password to check your *To Do List*

made

E-Z

Academics

Take the placement test at your local GBC site or provide SAT/ACT scores

Meet with your advisor

Search courses that are available

Select courses and place in shopping cart

Enrollment is not complete until shopping cart is emptied

Finances

View Financial Aid Information

View, Calculate and Pay Fees

Make Payments by Credit Card or E-Check

Enroll in Direct Deposit

Sign up for Deferred Payment

Update Personal Information

Address, phone, e-mail, emergency contact

Email is our primary method of communication

Benefits

Available 24-7

View Communications Center for important information

Reference Guide



Self-Service Center

Juanita's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >

Deadlines [URL](#)

2014 Spring Schedule		
	Class	Schedule
	ANTH 101-1001 LEC (28175)	Room: TBA
	COT 102-1001 LEC (28019)	Room: TBA
	CRJ 104-1001 LEC (28177)	MoWe 1:00PM - 2:15PM Elko: High Tech Center 137

[weekly schedule >](#)
[enrollment shopping cart >](#)

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct Deposit](#)
[Class Refund Dates](#)

You have no outstanding charges at this time.

[make a payment >](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

other financial... >

Personal Information

[Demographic Data](#)
[Emergency Contact](#)

other personal... >

Contact Information

Home Address 1500 College Parkway Elko, NV 89801	Mailing Address 1500 College Parkway Elko, NV 89801
Home Phone 775/555-2222	Home E-mail juanita.mule@gbcnv.edu

Admissions

You do not have any pending applications at this time.

SEARCH FOR CLASSES

SEARCH FOR CLASSES

Communication Center

[Go To Communication Center](#)

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
Bean Bluelske
775/555-7798

[details >](#)

Third Party Release

[Manage Third Party Releases](#)

INFORMATION CENTER

ACADEMICS, FINANCES, PERSONAL INFORMATION, ADMISSION MENUS

STEP-BY-STEP INSTRUCTIONS

Update Address, Phone Number and E-Mail

Note: A personal e-mail address is required to register for classes. Under Personal Information, click desired topic (home address, mailing address, home phone, e-mail address, emergency contact info). Click EDIT to update information.

Enrollment Process – Including Shopping Carts

1. Under the *Academics* blue bar heading, select *Enroll*, select term.
2. Under the *Add to Cart*, enter class number, if known.
3. If class number is not known, go to *Find Classes* and select *Class Search*.
4. Once a desired class is found, click *Select Class*.
5. The next screen will show the class information. Review this screen and click *Next*. The class will be added to the shopping cart.
6. Click *Proceed To Step 2 of 3*.
7. Click *Finish Enrolling* to process the request to add the class(es).
8. Verify the class status. A green check mark means the class has been added to your schedule. If there is a red X, the class was not added to your schedule.
9. Select *My Class Schedule* to view current class schedule.
10. Select *Add Another Class* to add a class to your schedule (repeat steps 4-11).
11. Reminder: Your enrollment is not complete until your shopping cart is emptied.

The screenshot shows the 'Finances' section of a web application. It includes a 'My Account' sidebar with links for 'Account Inquiry', 'Enroll in Direct Deposit', and 'Class Refund Dates'. Below that is a 'Financial Aid' section with links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. The main content area is titled 'Account Summary' and shows a balance of 'You owe 1,020.00', broken down into 'Due Now 260.00' and 'Future Due 760.00'. A 'make a payment' button is visible. A dropdown menu is open under 'other financial...' with options like 'Account Activity', 'Charges Due', 'Enroll in Payment Plan', 'Payments', 'Pending Financial Aid', 'Purchase Items', 'View 1098-T', and 'other financial...'. Red arrows point from text boxes to these elements: one to the 'Enroll in Payment Plan' option, one to the 'make a payment' button, and one to the 'Account Summary' box.

Finances

My Account
[Account Inquiry](#)
[Enroll in Direct Deposit](#)
[Class Refund Dates](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

Account Summary

You owe 1,020.00.

- Due Now 260.00
- Future Due 760.00

Currency used is US Dollar.

make a payment

other financial...
Account Activity
Charges Due
Enroll in Payment Plan
Payments
Pending Financial Aid
Purchase Items
View 1098-T
other financial...

Get account information and enroll in direct deposit for refunds.

Pay for classes via myGBC with Credit Card or E-check

Enroll in Payment Plan, view account information, or View 1098-T tax form.



Juanita's Student Center

Academics

Search
Plan
Enroll
My Academics

Deadlines URL

2014 Spring Schedule

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other academic... >>

weekly schedule ▶
enrollment shopping cart ▶

Finances

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View Financial Aid
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make a payment ▶

other financial... >>

Personal Information

Demographic Data
Emergency Contact

Contact Information

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<u>Home Phone</u> 775/555-2222	<u>Home E-mail</u> juanita.mule@gbcnv.edu

other personal... >>

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SEARCH FOR CLASSES

SEARCH FOR CLASSES

Communication Center

Go To Communication Center

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor
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775/555-7798
details ▶

Third Party Release

Manage Third Party Releases

INFORMATION CENTER

ACADEMICS, FINANCES, PERSONAL INFORMATION, ADMISSION MENUS