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

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
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.

Financials

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.

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.
SEARCH FOR CLASSES

INFORMATION CENTER

ACADEMICS, FINANCES, PERSONAL INFORMATION, ADMISSION MENUS