Registration FAQ

FREQUENTLY ASKED QUESTIONS

WELCOME TO GOLDEN WEST COLLEGE

We are excited to have you at GWC and we want to help you succeed. Below you will find answers to some frequently asked questions. We encourage you to use this sheet as a guide. If you have any additional questions, visit us in Counseling!

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GOT QUESTIONS? GET ANSWERS!

Chat with US or ASK GOLDIE

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GWC COUNSELING DIVISION
CONNECT HERE!
Student Services Center
(2nd Floor)
714.895.8119 ext.1

When you apply to GWC, the Admissions office sends a confirmation email including: Your GWC Student ID#, your MyGWC Username and initial password. When you log into MyGWC the first time, students are prompted to change their password. Once you log into MyGWC, click on GWC Email: This is your Student Email account.

GWC STUDENT ID#   C0 _____

MyGWC   USER NAME: _____

              STUDENT EMAIL: _____ @student.cccd.edu

HOW TO LOG IN TO MYGWC USING OKTA:
1. Enter your username; do not use your email address
2. Enter your password and click VERIFY
3. Click SEND to receive an Authentication Code
   First-time users will be required to select a
   Multifactor Authentication method

TIP: SAVE THIS INFO ON YOUR PHONE!

WHEN IS MY REGISTRATION DATE? _____ / _____ @ _____
1. Log into MyGWC
2. Click on REGISTRATION
3. Click on VIEW MY ELIGIBILITY under PRIORITY REGISTRATION
4. Scroll to the bottom of the page and look under NEXT REGISTRATION APPOINTMENT for the appropriate term

WHAT CLASSES DO I SIGN UP FOR? WHERE CAN I FIND MY SEP (STUDENT EDUCATION PLAN)?
1. Log into MyGWC
2. Click on DEGREEWORKS - This is where you can find your SEP (Student Educational Plan)
3. Look for PLANS and NOTES tabs for detailed information. Refer to your SEP when registering for classes.

Meet with a Counselor to develop a comprehensive SEP to include all courses for Certificate, AA or Transfer.

HOW DO I SEARCH THE CLASS SCHEDULE?

1. Go to www.goldenwestcollege.edu
2. Click on the CLASS SCHEDULE link and SEARCH THE ONLINE SCHEDULE
3. Select the TERM – Colleges in the Coast District are listed (GWC, OCC, CCC)
4. Click on the SUBJECT you want to search
5. Use CRN (Course Registration Number) to register for courses at specific days/times

IMPORTANT NOTE: Hover the mouse over the CRN to see if the course has co-requisites (English/Math/Science)

HOW DO I REGISTER FOR CLASSES? HOW DO I DROP CLASSES?

1. Log into MyGWC
2. Click on REGISTRATION
3. Click on QUICK ADD or DROP CLASSES – Under REGISTRATION TOOLS
4. Select REGISTER FOR CLASSES and review ACTION ITEM PROCESSING
5. SELECT A TERM OPEN FOR REGISTRATION (Ex: Spring 2022) ENTER CRNs for the courses you wish to ADD or DROP
6. CONDITIONAL ADD and DROP and click SUBMIT

WHEN IS THE DEADLINE TO PAY FOR CLASSES?

Remember, even if you have applied for Financial Aid, it is important to pay the balance - You may be dropped for non-payment of fees. Visit the Important Deadlines page for additional information.

HOW DO I PAY FOR MY CLASSES?

1. Log into MyGWC
2. Click on REGISTRATION
3. Click on PAY MY FEES under REGISTRATION TOOLS
4. Select appropriate Term
5. Select PAY NOW in upper right corner
6. Select MAKE PAYMENT under BALANCE
7. Select appropriate term under PAY BY TERM and click CONTINUE
8. SELECT METHOD and click CONTINUE
9. Enter CARD NUMBER and click CONTINUE
10. Enter ACCOUNT INFORMATION and CARDHOLDER BILLING INFORMATION and click CONTINUE
11. Review summary and click SUBMIT PAYMENT

For Payment Plan information: https://commerce.cashnet.com/ cashneti/static/epayment/GOLDENWESTCOLLPAY/login

WHERE AND WHEN ARE MY CLASSES? WHERE CAN I GET A COPY OF MY CLASS SCHEDULE?

1. Log into MyGWC
2. Click on REGISTRATION
3. Click STUDENT CLASS PROGRAM (Web Schedule Bill) under REGISTRATION TOOLS and SELECT A TERM (Ex: GWC Fall 2022)

* This is the schedule of classes you signed up for.
* Look for important information: Days/Times/Locations, Instructors' emails, Drop Deadlines, etc.

HOW DOES THE WAITLIST WORK?

If you are attempting to get into a class that is already full, you can use the Waitlist.

1. Add yourself to the Waitlist using the same instructions for ADDING a class.
2. If a seat opens up in the class, you will be notified via your GWC Student Email located inside MyGWC.
3. You will have 24 hours to add the course from the time of notification.

* If you do not add the course within 24 hours from the time of notification, you will be dropped from the Waitlist and the system will move on to the next student on the list.

WHAT HAPPENS IF I DON'T GET INTO A CLASS BY USING THE WAITLIST?

1. If you don't get into a class by using the Waitlist, your options are:
   a. Find another class that fulfills the same requirement.
   b. Email the instructor or attend the first class meeting to petition and ask if the instructor will be adding students.
   c. Get an ADD CODE from the instructor and add the class online using the CRN and the ADD CODE.

*If you were on the waitlist, you must drop yourself from the waitlist prior to adding with a code.

WHERE DO I BUY MY PARKING PERMIT?

Permits may be purchased on-line from GWC's Public Safety website.

HOW DO I CHECK MY FINANCIAL AID STATUS?

1. Log into MyGWC
2. Click on FINANCIAL AID
3. Click on VIEW MY FINANCIAL AID STATUS under Financial Aid Status
4. Click the appropriate Academic Year

MORE STEPS FOR REGISTRATION AND PAYMENT