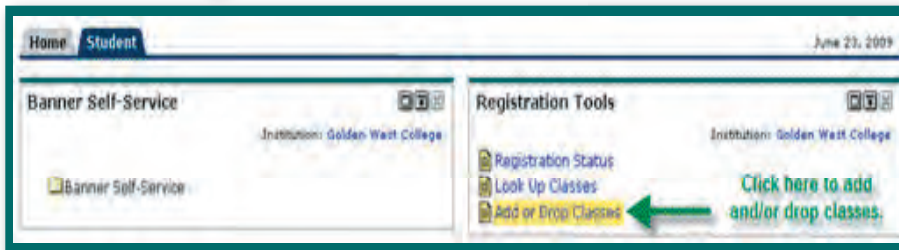


To see the complete MyGWC Reference Guide

Go to www.gwc.info and click on the **MyGWC Reference Guide** link to download the complete pdf version.

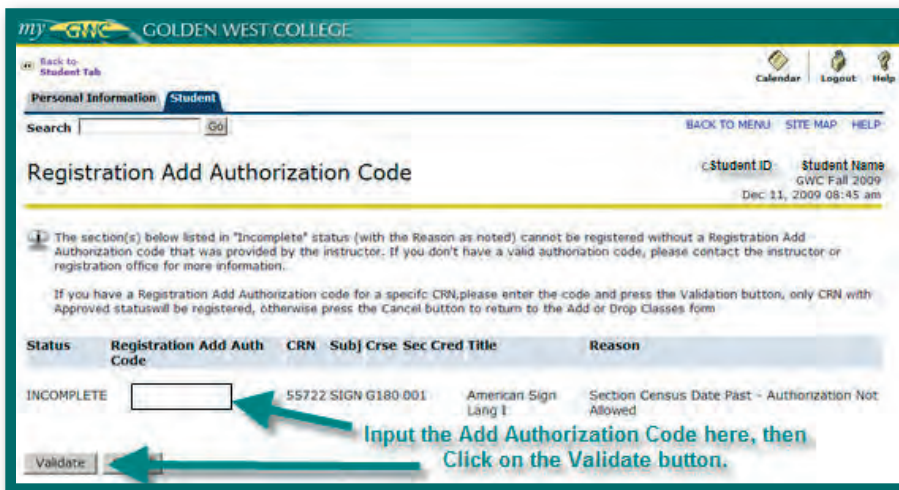
How do I register for classes?



1. **Log into your MyGWC** account with the username and password provided to you by the Admissions Office. The first time you log in, you will be asked to **change your password** and **set up 3 password retrieval security questions**.

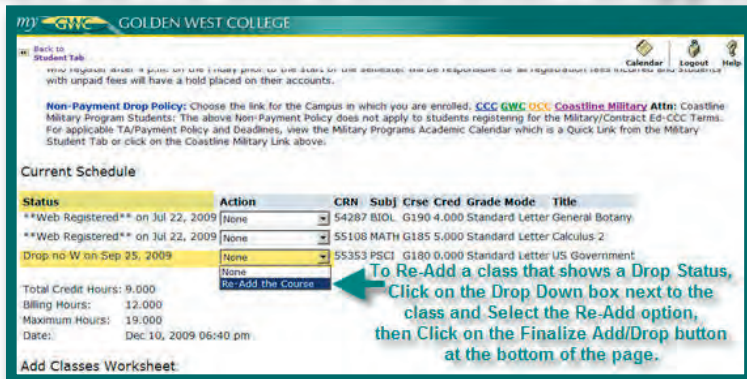
2. **Click on the Student Tab.**
3. **Click on "Add or Drop Classes."**
4. **Select a Term** (ex: GWC Fall 2009), then **Click on "Submit."**
5. **Enter the CRN** (Course Reference Number) from the printed Class Schedule, then **Click on "Finalize Add/Drop."** If you do not have the printed Class Schedule, you can **Click on "Class Search"** at the bottom of the page to search the online Class Schedule. **Enter your Search Criteria**, then **Click on the "Class Search"** button at the bottom of the page. **Click in the Checkbox** in front of the class you wish to add (a C in front of the class means the class is closed/full), then **Click on "Register"** to submit the course for Registration. If you wish to continue searching for other classes, **Click on the "Add to Worksheet"** button instead. When finished selecting your classes, **Click on "Finalize Add/Drop."**

NOTE: If you encounter a Registration Add Error while trying to register, Click on the HELP link for an explanation of the error.



6. If a box comes up asking for the **Add Authorization Code**, as shown above, you would **Input the Add Authorization Code** from your instructor in the box and then **Click on the "Validate"** button. **Click on the "Finalize Add/Drop"** button to complete the process.
7. Verify your registration, then **Click on "Pay Now"** to pay your fees.
8. Verify your fees, then **Click on "Pay Now"** to pay by credit card. (If paying by check or money order, make the check payable to GWC in the amount stated, put your Student ID number on it, and send it to Golden West College Admissions, 15744 Goldenwest St/PO Box 2748, Huntington Beach, CA 92647-2748.)
9. **Enter** the credit card type, card number, expiration date, and billing address, then **Click on "Submit Payment."**
10. Verify the information entered, then **Click on "Okay to Submit Payment."**
11. Wait until the payment has been verified by the bank.
12. Print your Official Receipt by **Clicking** on the **"Student Class Program (Web Schedule Bill)** link in the "Other Resources" channel on the Student Tab.

How do I re-add a class after I dropped or got dropped?



Before the start of the semester:

---> As long as there are still seats left:

1. Click on the **Drop Down** box and **Select** the “**Re-Add**” option.
2. Click on the “**Finalize Add/Drop**” button.
3. If there is still space available for you to re-add into the class, your status should show you have been re-added to the class.
4. If the class is already closed, you will receive an error message advising you the class is closed, which means you would not be able to re-add at that time.

---> If the class is already full:

1. You can periodically check on the seats available and if a seat comes open, you can re-add yourself into the class at that time.
2. You can go to the class the first class period to petition the class. If the instructor feels there is a space available for you, he or she will give you an add code that you can use to re-add yourself into the class.

After the class has begun:

1. Once class has begun, you must get an **Add Authorization Code** from the instructor in order to **Re-Add** yourself back into the class even if there are still seats available showing in the computer. *(See the next section on Add Authorization Codes for additional information on getting and using the codes.)*
2. If you get an add code, **Click** on the **Drop Down** box next to the class you are trying to re-add and **Select** the “**Re-Add**” option
3. **Click** on the “**Finalize Add/Drop**” button
4. When the pop-up box comes up asking for the **Add Authorization** code, input the code and **Click** on “**Validate**”.
5. **Click** on the “**Finalize Add/Drop**” button.

How do I get an Add Authorization Code?

To get an Add Authorization Code (Petition Process):

If a class is closed prior to the start date of the class, or if classes have already begun, regardless of whether the class is open or closed, you will need an Add Authorization Code to enroll in the class. This is part of the Petitioning Process. You may only add yourself into the class during the first two weeks of a full or half semester class (classes that are shorter in duration will have a shorter time for admission). Instructors do not get the add codes prior to the start of the class, so they will not have a code to give you prior to the start of the class. To petition a class and obtain an Add Code you would follow the instructions below.

For On-campus Classes:

You would go to the class the first day and let the instructor know you would like to petition the class. If the instructor feels there is space available in the class for you to join, he or she will give you the pink Add Authorization Card with the Add Code on it. You would then add yourself into the class online with the Add Code.

For Online Classes:

You would go to www.onlinegwc.org and follow the instructions for how to petition an online class. If the instructor feels he or she can accept you as a petitioner, you will receive an email back with the add code. You would then add yourself into the class online with the Add Code.