Welcome to Golden West College! We are excited you’re here and we want to help you be successful. Below you will find some frequently asked questions to help you navigate through the process of enrolling into your classes. We encourage you to use this sheet as a guide. If you have any additional questions, visit us in Counseling!

What is my Student ID #?  What is my Username?  What is my Student Email?

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 E-mail: This is your Student E-mail account.

GOLDEN WEST STUDENT ID#:  C0__________________________

MyGWC  USERNAME:  _____________________________

STUDENT EMAIL:  ____________________________________ @student.cccd.edu

TIP:  Put this information in your cell phone!

When is my Registration Date?

1. Log into MyGWC
2. Click on STUDENT tab
3. Click on VIEW MY ELIGIBILITY
   Be ready to register when your Registration Date arrives!

What classes do I sign up for?

1. Log into MyGWC
2. Click on STUDENT tab
3. Click on LAUNCH DEGREEWORKS – This is where you can find your SEP (Student Educational Plan)
4. Look for PLANS and NOTES tabs for detailed information.
   Refer to your SEP (Student Educational Plan) when registering for classes. Students should meet with a Counselor to develop a comprehensive SEP to understand all courses for their Certificate, AA or Transfer.

How do I search the Class Schedule?

1. Go to www.goldenwestcollege.edu
2. Click on the SCHEDULE link at the top then SEARCH THE SCHEDULE ONLINE
3. Select the TERM – Be aware that all colleges in the Coast District are listed (GWC, OCC and CCC)
4. Click on the SUBJECT you want to search
5. Use the CRN (Course Registration Number in blue) to register for courses at specific days/times
   Look for information regarding: Days/Times, Location of the class, Online courses, # of weeks, etc.

How do I ADD classes?

1. Log into MyGWC
2. Click on STUDENT tab
3. Click on ADD or DROP CLASSES
4. Select the REGISTRATION TERM (GWC Fall 2016)
5. Enter CRN for the course you wish to add
6. Click FINALIZE ADD/DROP

IMPORTANT: Click on the GWC Drop for Non-Payment link to see deadline for fee payment. Students will be dropped for non-payment.
How do I DROP classes?
1. Log into MyGWC
2. Click on STUDENT tab
3. Click on ADD or DROP CLASSES under REGISTRATION TOOLS
4. Select the REGISTRATION TERM (GWC Fall 2016)
5. Under Status (WEB REGISTERED), select DROP in ACTION TAB
6. Click FINALIZE ADD/DROP
Some programs require students to be enrolled Full Time (12+ units). There may also be Financial Aid status consequences for dropping courses. Please consult with a Counselor before dropping.

How do I pay for my classes?
1. Log into MyGWC
2. Click on STUDENT tab
3. Click on the CREDIT CARD ICON under MY ACCOUNT
4. Use your DEBIT or CREDIT CARD to pay for your classes OR
5. Pay with cash or check at the Enrollment Services counter
   - For Payment Plan information: https://tuitionpay.higherone.com/TuitionPay/Welcome.aspx?goldenwest

Where do I get my Class Schedule once I’ve registered?
1. Log into MyGWC
2. Click on STUDENT tab
3. Find OTHER STUDENT RESOURCES
4. Click on Student Class Program (Web Schedule Bill)
   - This is the schedule of classes you signed up for.
   - Look for important information regarding: Days/Times/Locations of courses, instructors’ emails, Drop deadlines for Refunds, Drop with a “W”, etc.
   - **BOOKS:** Take this to the bookstore to find out which books will be required for your classes.
   - **PHOTO ID:** Take this to the Enrollment Services Photo ID Booth to get your GWC Student ID.
     You will also need to bring your Photo ID: Driver’s License, State ID, Library card, etc.

Where do I buy my Parking Permit?
1. Log into MyGWC
2. Click on GWC Parking Pass
3. This will open a new window allowing you to purchase your Parking Permit for GWC, OCC or Coastline. Internet Explorer will not allow you to buy your permit online. Try Google Chrome, Firefox, or Safari.

How do I check my Financial Aid status?
1. Log into MyGWC
2. Click on CHECK MY FINANCIAL AID STATUS
3. Use your MyGWC User Name and Password to log into the Financial Aid portal. Here you will find important information from Financial Aid regarding: Documents they still need in order to process your paperwork, your awards, etc.

How do I make an appointment to see a Counselor?
- Counselors are available on a walk-in or appointment basis.
- If you would like to sit down and talk about what courses you plan on taking, discuss your Major, and develop a Student Educational Plan, you should make an appointment to meet with a Counselor.

GOLDEN WEST COLLEGE COUNSELING DIVISION
714.895.8119 ext.1
SUMMER HOURS: Monday-Thursday 8am-6pm
FALL HOURS: Monday-Thursday 8-7pm / Friday 8-2pm