



How to Register for a Class at Golden West College

Step 1. Complete the Online Application to Golden West College

Please note that in order to enroll in a class at Golden West College, students first need to have submitted an application to the College and received an email from GWC Admissions & Records with their GWC student ID number and MyGWC login instructions.

If you have not completed the online application to Golden West College, you will need to complete this step first. If you have already submitted the application, please proceed directly to Step 2 below.

1. Go to <https://bit.ly/gwcapply> and click on "Create an Account"



Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

[Create an Account](#) or [Sign In](#)

2. Create a new Open CCC Account with the California Community Colleges

California Community Colleges | OpenCCC

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular provider.

All information is kept secure and private as explained in the [Privacy Policy](#). By creating an OpenCCC account, you are agreeing to the terms and conditions of the [Privacy Policy](#).

[Begin Creating My Account](#) or [Return to Sign In](#)

3. After creating your Open CCC Account, click “Continue” and complete the GWC Application (Students need to create their Open CCC Account AND submit the GWC Application to proceed!)

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: BDH3959

Next Step

Continue to a Secure CCC Application

[Continue](#)

Be sure to click “Continue” after creating your account to go to the GWC Application!



GOLDEN WEST COLLEGE
HUNTINGTON BEACH, CA

Welcome Matthew Valerius

Complete each section of the GWC Application and click “Submit” at the end.

Enrollment Information

Account Information

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

Welcome to the Application for Admission to College

Enrollment Information

Term Applying For
-- Select --

Educational Goal
-- Select --

Intended Major or Program of Study
-- Select --

[Save](#)

Step 2. Log on to the MyGWC Portal

The MyGWC portal is where Golden West College students will find their registration date, register for classes, check their grades, check on their financial aid status, pay any fees on their account, and more.

Students should receive an email from Golden West College's Admissions & Records Office 24 to 48 hours after they submitted the complete online application that contains their GWC Student ID Number and instructions for logging in to MyGWC. The email will have their MyGWC username and the formula for their temporary password.

From: Sanchez, Jessica
Sent: Thursday, November 29, 2018 8:48 AM
To: Castillo, Jose
Subject: Acceptance to Golden West College

Student ID Number: C0

Dear [Student Name],

Welcome to Golden West College, your application for admissions to the **Interession/Spring 2019** term has been processed. You indicated on your admissions : college classes or wanting to take classes at the same time). Please read through the information provided below which we have provided to help you achieve aca

STEP 1: MyGWC

Log into MyGWC at <http://mycoast.cccd.edu>

This is where you will ultimately find your registration date, register for classes, check your grades and pay fees if you, check your financial aid status and more. T

- Your Coast District User Name is [username]
- Your initial password is your birthdate, using the 6 digit format MMDDYY. You will be asked to create a new password once you first login.

STEP 2: EMAIL

Set up your official college student email account in MyGWC.

Your Golden West College student email address is [email]. After you log into your MyGWC, setup your new college email account which will be our official form c

Step 3: REGISTRATION APPOINTMENT

Check MyGWC for your online registration date and time in the Student Tab under Registration Tools. Registration appointments are available for viewing two week appointments are available.

Step 4 - COMPLETE THE HIGH SCHOOL RELEASE FORM (available at your high school)

The following items must be completed before you will be able to register in classes

1. Complete sections 1, 2 and 3 including your parent's signature and then have your high school principal (or designee) complete section 4, stating specific
2. Return completed form to the Enrollment Center Office located at 15744 Golden West Street, Huntington Beach CA 92647 **unless otherwise instructed by**
3. If you are home schooled, you must also provide verification that the program is recognized by the California Department of Education via a Private Scho

Note: High School students attending Golden West College classes are awarded college credit or their coursework unless the school specifies, in writing to

Step 5 - Register for Classes

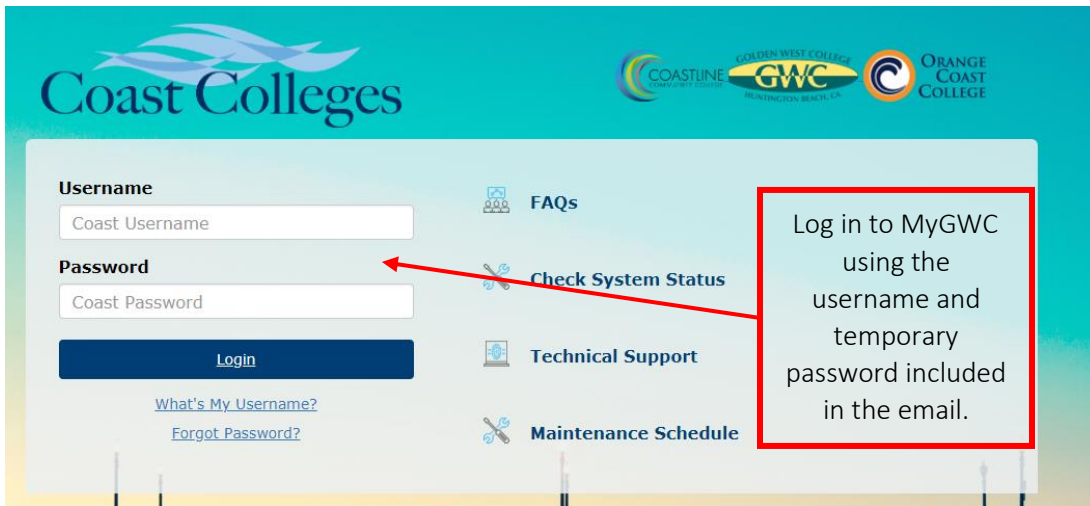
You may register for the courses for which you have been approved anytime on or after your registration appointment up until the first day of class.

If you have already taken a course at GWC, you most likely already have a MyGWC account created. You will need to use the password you previously set up to log in. The temporary password that is in the email will only work if it is your first time logging in to MyGWC.

If you do not remember your password, you will need to contact the **CCCD Help Desk** to reset your account at (714) 438-8111 or via email at itservicedesk@ccd.edu. Please have your student ID number ready when you call.

You can also contact **Matt Valerius** at (714) 895-8726 or mvalerius@gwc.cccd.edu for assistance with resetting your account.

1. Go to www.MyGWC.com
2. Log on using the username and temporary password provided in the email from GWC



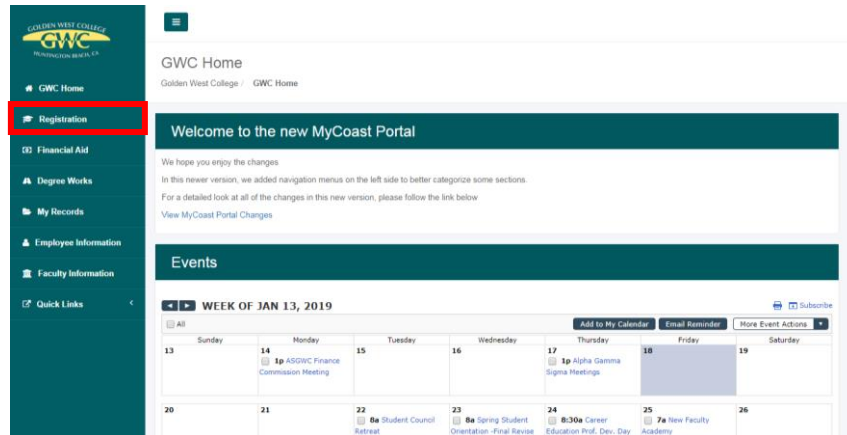
If the password is not working, you may have to contact the help desk to reset the temporary one provided in the email. Click on “Forgot Password” and follow the instructions if you can’t log on to MyGWC.

Once you are able to successfully enter the portal, you should see a screen that looks like this:

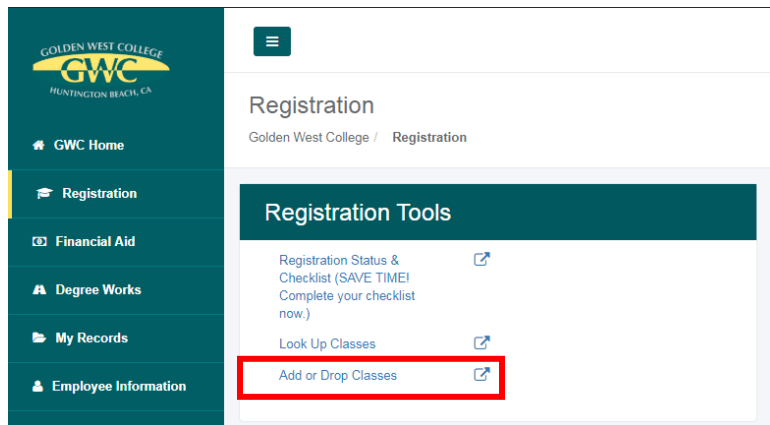
Step 3. Register for a Class

Once you are logged on to your MyGWC account, adding and dropping classes is very easy.

1. Click on the “Registration” tab in the navigation bar on the left side of the screen



2. Click on “Add or Drop Classes” under Registration Tools



3. Enter the term you want to enroll in (make sure you select the “GWC” term!)

The screenshot shows the 'Registration Term' selection form. At the top, there are four tabs: 'Personal Information', 'Student' (selected), 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Registration Term'. Below this, there is a list of institutions: 'CCC Military/Contract Ed = Coastline Military & Corporate Contract Education Programs', 'CCC = Coastline Community College', 'GWC = Golden West College', and 'OCC = Orange Coast College'. At the bottom, there is a dropdown menu labeled 'Select a Term:' with 'GWC Intersession/Spring 2019' selected. A 'Submit' button is located below the dropdown menu.

You may have to answer some questions about financial aid eligibility and verifying your contact information on the next few pages. Students are typically asked to complete these pages at the beginning of every new term they register for. Once you complete those sections, you will arrive at the "Add or Drop Classes" page:

Add or Drop Classes

ADDING CLASSES: Enter the Course Reference Number (CRN) in the Add Classes area below. To search for available classes click on the Class Search button. After clicking on "Finalize Add/Drop" you have enrolled in classes and have incurred a fee balance.

Pass/No Pass You may choose the Pass/No Pass option if available by clicking on the link "Standard Letter" under Grade Mode. **DROPPING CLASSES:** Use the "Finalize Add/Drop" to complete the drop. If you drop a class with a refund please review the refund policy for the campus from which you withdrew. Click here for [IMPORTANT](#): Registration Adds and Drops will not be finalized until you click "Finalize Add/Drop". Verify all Adds, Drops and Payments by printing a [Student Class](#)

WAITLIST INSTRUCTIONS: Click "[here](#)" to view waitlist instructions (Does not apply to Military/Contract Ed terms/courses). Waitlist e-mail notification (username@student.cccd.edu). The link to your G-mail is found on your Home tab.

Registration Add Errors If you get a registration error or need help with this page, click on the blue "HELP" link next to the words SITE MAP for an explanation of

PAYMENT POLICY: Payment in full is due immediately upon registration. Click on "Pay Now" to pay fees by credit card. If payment is not received, students may not be mailed a bill for their balance due.

Drops for non-payment **will not** be made for registration that occurs after the final drop for non-payment before the start of the semester. Students who register after the final drop and incur fees will have a hold placed on their accounts. Refer to your college's Non-Payment Drop Policy (link Below) for the final drop policy.

Non-Payment Drop Policy: Choose the link for the Campus in which you are enrolled. [CCC](#) [GWC](#) [OCC](#) [Coastline Military](#) **Attn:** Coastline Military Program Student Ed-CCC Terms. Allow at least 24 hours after registration and document submission for total balance due to reflect the amount authorized through Military TA or Enrollment.

Maximum Hours: Students will be permitted to enroll in no more than 19 credit hours(units) in Fall or Spring semesters, 9 credit hours(units) in the Summer semester. Students may be subject to additional campus specific unit limitations.

4. Scroll to the bottom and enter the CRN(s) for the courses you want to add; Click "Finalize Add/Drop" to register in the class(es) you entered

Add Classes

CRNs

62129

Finalize Add/Drop Class Search Reset Page Pay Now

Once you have successfully registered in the class, you will see it added under your "Current Schedule" in the middle of the page with "Web Registered" and the date under status. If you have an error message under the status, please contact GWC Admissions & Records Office for assistance with completing your registration.

Current Schedule

Status	Action	CRN	Subj	Crse	Part of Term	Dates	Cred	Grade Mode	Title
Web Registered	None	61045	FLRL	G125	Full Term	Jan 28 - May 25	2.000	Pass/No Pass	Events and Display

Total Credit Hours: 2.000
 Billing Hours: 2.000
 Maximum Credit Hours: 19.000 Intersession Maximum Credit Hours: 6.000
 Total Enrolled Credit Hours District: 2.000 Total Enrolled Intersession Credit Hours District: 0.000
 Date: Jan 18, 2019 09:13 am

GWC Admissions & Records phone: (714) 895-8306

You can click on the “Pay Now” button to view your student account. Students participating in the dual enrollment program and taking GWC courses at a local high school should not have any charges on their account. If you think that you have a charge on your student account that is not correct, please contact the GWC Admissions & Records Office for assistance.

Add Classes

CRNs

62129

Finalize Add/Drop Class Search Reset Page **Pay Now**

201832 GWC Intersession/Spring 2019 Term Detail

Detail Code	Description	Item Date	Charge	Payment	Balance	Pay Now
2CSC	GWC College Service Charge	08-JAN-2019	\$0.00			
2ERL	GWC Enrollment Fee	08-JAN-2019	\$0.00			
2FLR	GWC Materials Floral	08-JAN-2019	\$0.00			
2HLT	GWC Health Fee	08-JAN-2019	\$0.00			
2SRF	GWC Representation Fee	08-JAN-2019	\$0.00			
9VSA	CCCD Visa Payment	08-JAN-2019		\$0.00		
Net Term Balance					\$0.00	
Net Balance for Other Terms:					\$0.00	
Account Balance:					\$0.00	

Questions or Concerns?

If you have any questions about completing the process, please contact the following GWC employees:

<p>For general dual enrollment application and registration questions:</p> <p>Matthew Valerius Director of Guided Pathways & Dual Enrollment Phone: (714) 895-8726 Email: mvalerius@gwc.cccd.edu</p> <p>Anisha Khatri Assistant Manager, Guided Pathways & Dual Enrollment Phone: (714) 895-8110 Email: akhatri@gwc.cccd.edu</p> <p>Jessica Bravo Project Coordinator, Guided Pathways & Dual Enrollment Golden West College Phone: (714) 892-7711 ext.55009 Email: jbravo4@gwc.cccd.edu</p>	<p>For assistance with accessing your MyGWC account or with addressing registration errors:</p> <p>Jessica Sanchez Admissions & Records Technician, Senior Phone: (714) 895-8207 Email: jvillalobos@gwc.cccd.edu</p> <p>GWC Admissions & Records Office Phone: (714) 895-8306</p>
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