

# Registration

# FAQ



## 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!



**GOT QUESTIONS?  
GET ANSWERS!**

[Chat with US](#)



## GWC COUNSELING DIVISION

[CONNECT HERE!](#)

Student Services Center  
(2nd Floor)  
714.895.8119 ext.1



## FREQUENTLY ASKED QUESTIONS



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/EMAIL:** \_\_\_\_\_ @student.cccd.edu

### WHAT ARE THE PASSWORD REQUIREMENTS?

The password requirements should contain at least 12 characters and contain characters from three of the following categories:

- Uppercase letters (A through Z)
- Lowercase letters (a through z)
- Base 10 digits (0 through 9)
- Non-alphanumeric characters (special characters): (-!@#%&\*\_ - += \ \O{}[];'"><.,?/)
- (Currency symbols such as the Euro or British Pound aren't counted as special characters for this policy setting.)

The password should not contain:

- Any part of your name or email.
- Common words (i.e., school campus spring, summer, fall, 2025, 2026) that are often found in passwords.
- Any password you have used before.



**WHEN IS MY REGISTRATION DATE?** \_\_\_\_\_ / \_\_\_\_\_ @ \_\_\_\_\_

1. Log into [MyGWC](#)
2. Locate the REGISTRATION TOOLS card
3. Click WHEN CAN I REGISTER?
4. Click PREPARE FOR REGISTRATION
5. Select the TERM open for registration

### WHAT CLASSES DO I SIGN UP FOR? WHERE CAN I FIND MY SEP (STUDENT EDUCATION PLAN)?

1. Log into [MyGWC](#)
2. Locate the DEGREEWORKS card and click LAUNCH 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.

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## HOW DO I SEARCH THE [CLASS SCHEDULE](#)?

1. Go to [www.goldenwestcollege.edu](http://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 and click 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. Locate the REGISTRATION TOOLS card
3. Click on QUICK ADD or DROP CLASSES
4. Click REGISTER FOR CLASSES and review ACTION ITEM PROCESSING
5. Select the TERM open for registration (Ex: Fall 2026)
6. ENTER CRNs for the courses you wish to ADD or DROP
7. 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. Locate the FEES & PAYMENT card
3. Click on PAY MY FEES
4. Click MAKE PAYMENT
5. Click ADD to the related term and click CONTINUE
6. SELECT METHOD and click CONTINUE
7. Enter CARD NUMBER and click CONTINUE
8. Enter ACCOUNT INFORMATION and CARDHOLDER BILLING INFORMATION and click CONTINUE
9. Review transaction details 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. Locate the REGISTRATION TOOLS card
3. Click MY CLASS SCHEDULE (Web Schedule Bill) and SELECT the TERM (Ex: GWC Fall 2026)

\* 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. Locate the FINANCIAL AID STATUS card
3. Click VIEW MY FINANCIAL AID STATUS
4. In the AWARD YEAR drop down, select the correct year
5. Resolve any UNSATISFIED REQUIREMENTS by clicking the link in each box

## [MORE STEPS FOR REGISTRATION AND PAYMENT](#)

The screenshot shows two panels from the MyGWC interface. The top panel, titled 'Registration Tools', contains a dropdown menu 'Before You Register...' with several options: 'When Can I Register?', 'Create My Schedule and Register (Schedule Planner)', 'Quick Add or Drop Classes', 'My Waitlist Position', and 'My Class Schedule (Web Schedule Bill)'. The bottom panel, titled 'Fees & Payments', contains a 'Fee Payment' section with links for 'Pay My Fees (US Financial Institutions)', 'Pay My Fees (International Financial Institutions, allow 5 days for processing)', and a 'Drop for Non-Payment Policies' section with links for 'Orange Coast College', 'Golden West College', and 'Coastline College'.