HOW DO I...?

Login to Web-Gate

- Go to www.wcccd.edu and click on the Web-Gate icon in the green or blue box.
- Enter your 9 digit Student Identification Number in the box next to User ID
- Enter your 6 digit password in the box next to PIN
- Click on Enter Web-Gate

Note: We encourage you to notate the information in a secure location.

After logging into Web-Gate...

1. Check Holds

- Click on the Student tab
- Click on the Student Account link
- Click on the View Holds link
- Type of hold and amount will be displayed
- Contact (313) 496-2634 if you have any questions.

2. Check My Financial Aid Status

- Click on the Financial Aid tab
- Click on the Financial Aid Status link
- Click the drop down box to Select Aid Year
- Click on the Submit button
- Click on the Award link to view award
- Click on the Award Messages link at the bottom of the page to view messages
- For more information view the Financial Aid website page at www.wcccd.edu

3. Register for Classes

- Click on the Student tab
- Click on the Registration link
- Click on the Look Up Open Classes link
- Select the Term in the drop down box
- Click on the Submit button
- Find the Subject by using the scrollbar and click the subject when located. When the subject is highlighted, click on the Course Search box
- Find the Course Number and click the View Sections box
- Select the Section and click the Register button
- Verify the Course/CRN and click Submit Changes button

Note: Complete steps 6-9 until you have registered for all your classes.

4. View My Student Detail Schedule

- Click on the Student tab
- Click on the Registration link
- Click on the Correct Term link
- Click on the Student Detail Schedule link
- Right-Click the mouse to Print

Note: This is the schedule you need for the bookstore when purchasing books, for the District Police authority when requesting a photo ID card or parking decal or finding your class(s). This schedule will show a listing of your registered courses, campus, class times, days, room numbers and instructors.

(More information on back)
5. **Pay My WCCCD Bills Online**
   - Click on the Pay Your Tuition Via Credit or Debit Card link
   - Click on the Make Payment link
   - Enter Payment Amount
   - Click on the dropdown box to select payment method
   - Click on the Continue button
   - Enter Credit Card Information and Billing Information
   - Click on the Continue button
   - Enter Credit or Debit Card or eCheck Information and Billing Information
   - Verify information and submit

Note: WCCCD accepts Visa, MasterCard, Discover, American Express, Checks, Debit Cards, and Prepaid Gift Cards with any of the logos mentioned above. Partial payments are accepted, and you will never receive a bill in the mail.

6. **Withdraw From Class**
   - Click on the Student tab
   - Click on the Registration link
   - Click on the Add or Drop Classes link
   - Click on the drop down box to Select a Term
   - Click on the Submit button
   - Click on the drop down box under Action
   - Drop course or Withdraw Course Grade of “W”
   - Click on the Submit Changes button at the bottom of the page

Note: Always verify action prior to clicking the submit changes button. Always check your Student Detailed Schedule to verify changes.

7. **View My Grades**
   - Click on the Student tab
   - Click on the Student Records link
   - Click on the Final Grades link
   - Submit a Term and click on Submit
   - Scroll down to view grades for each class

8. **Set Up My College Email Address**
   - Click on the View Your Student WCCCD Email Address link
   - Highlight your Email Address
   - Right-Click mouse to copy
   - Click on the arrow at the top of the page to go back
   - Click on the Read Your Student WCCCD Provided Email
   - Paste your Email Address in the Enter your Email box
   - Click on the Next box
   - Enter your Password

Note: Your password is the same password that you used to log into Web-Gate.
   - Click on the Sign In button to view emails

9. **View My Unofficial Transcript**
   - Click on the Student tab
   - Click on the Student Records link
   - Click on the Academic Transcript link
   - Click on the Transcript Level link
   - Click on the Transcript Type link
   - Click on the Submit button
   - View or Print Unofficial Transcript

10. **Do A Degree Audit**
   - Click on the Student tab
   - Click on the Student Records link
   - Click on the Degree Evaluation link
   - Click on the Degree Works button

Note: Requirements highlighted in red are still needed to complete degree.

11. **Change Address and Phone Number**
   - Go Into Campus & fill out Change of Address Form
   - All Addresses and Phone Numbers must be updated in the Admissions Office

Note: A valid State Identification Card or Driver’s License must be presented to show proof of new address.

12. **Request Official Transcripts**
   - Click on the Student tab
   - Click on the Student Records link
   - Click on the Request Printed Transcript link
   - Follow instructions for choosing an address, then click Continue
   - Select a Transcript Type, review mailing address to make sure it is correct, and then click Continue at the bottom of the screen
   - Select Standard mail
   - Fill in required information and click on Continue
   - Review information and click on Submit Request

Note: Please allow at least 48 hours for your request to be processed.

13. **Request Enrollment Verification**
   - Click on the Student tab
   - Click on the Student Records link
   - Click on the Request Enrollment Verification link
   - Select a term, verification type and the number of copies, and then click on Continue
   - Select the Academic Year, if none, click on Continue
   - Fill in required information and click on Continue
   - Review Information and click on Submit Request

Note: Please allow at least 48 hours for your request to be processed.