Introduction to Self-Service

Web Gate

View awards, refunds, transcripts, financial aid requirements
How do I find my award for the aid year?

1. Type www.wcccd.edu on the address line of your internet browser.
2. Click on the Web Gate icon.
3. Log onto Web Gate.
4. Click on the Financial Aid tab.
5. Click on Award
6. Click on Award for Aid Year
7. Select Accept Award Offer
8. Review award and your options
On The **Financial Aid** Tab Click **Award**

Wayne County Community College District

Financial Aid

Financial Aid Status
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

Eligibility
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

Award
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

E-Mail WCCCD Financial Aid Office using: financialaid@wcccd.edu
Please use your personal email such as yahoo or hotmail account to email WCCCD Financial Aid Office by coping this link: financialaid@wcccd.edu

General Financial Aid
Financial Aid Application and Information Links

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1:57 PM
Thursday
6/17/2010
Click on **Award for Aid Year**
Select Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year:
- Not Applicable/No Value Found
- Not Applicable/No Value Found
- 2008-2009 Aid Year
- 2007-2008 Aid Year
- 2006-2007 Aid Year
- 2005-2006 Aid Year

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Click on **Accept Award Offer**
Wayne County Community College District

Award Package for 2009-2010 Aid Year

General Information  Award Overview  Accept Award Offer  Special Messages
Print

Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

Award Decision

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Fall 2009</th>
<th>Total Accept Award</th>
<th>Accept Partial Amount</th>
<th>Lender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Accepted</td>
<td>$2,675.00</td>
<td>$2,675.00</td>
<td></td>
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</tr>
<tr>
<td>Federal Supplemental Ed Grant</td>
<td>Accepted</td>
<td>$700.00</td>
<td>$700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Stafford Loan</td>
<td>Accepted</td>
<td>$1,077.00</td>
<td>$1,077.00</td>
<td>MELNET</td>
<td></td>
</tr>
<tr>
<td>Tuition Incentive Program</td>
<td>Accepted</td>
<td>$863.20</td>
<td>$863.20</td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td>$5,115.20</td>
<td>$5,115.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How can I find my refund?

1. Enter the college website [www.wcccd.edu](http://www.wcccd.edu)
2. On the home page click on Web Gate
3. Once you are logged into Web Gate
4. Click on the **Student**, then **Student Account**
5. Select **Account Summary by Term**
6. If a refund is pending the “Account Balance” should indicate a **negative amount**. If a refund has already been processed you will see the statement **refund code-negative balance** listed in the description column.
Click on **Student**
Click on **Student Account**
Select **Account Summary by Term**
Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

**Summary**

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTF</td>
<td>Activity Fee</td>
<td>$12.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>BKST</td>
<td>Bookstore Charges-FA</td>
<td>$222.58</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>DLFE</td>
<td>Distance Learning Fee</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>R100</td>
<td>Registration Fee</td>
<td>$45.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>RFND</td>
<td>Refund Code - Negative Bal.</td>
<td>$1,102.90</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>T101</td>
<td>IN-DISTRICT TUITION</td>
<td>$405.90</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TECH</td>
<td>Technology Fee</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FFPG</td>
<td>Federal Pell Grant</td>
<td>$1,338.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SFUS</td>
<td>Summer Fed Unsubsidized Stafford</td>
<td>$500.38</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
How can I get an unofficial Copy of my transcript?

1. On your internet browser type in www.wcccd.edu

2. On the home page, locate the Web Gate icon and log on using your A number and the password that you selected

3. Once you are logged on, click the Student tab.

4. Click Student Records

5. Then proceed to Academic Transcript; click the submit button
Click the **Student** tab
Click **Student Records**
Proceed to **Academic Transcript**
Wayne County Community College District

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: UnOfficial

Submit

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[View Holds | Request Printed Transcript | Transcript Request Status]
How do I know if I am required to submit additional documents for financial aid?

1. Enter [www.wcccd.edu](http://www.wcccd.edu) on your internet browser
2. On the homepage locate Web Gate
3. Log onto Web Gate
4. Select the Financial Aid tab
5. Proceed to the Eligibility tab
6. Select the option Student Requirements
7. Select aid year then click submit
Select the **Financial Aid** tab
Proceed to the **Eligibility** tab
Select option **Student Requirements**
Select Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

- Not Applicable/No Value Found
  - 2009-2010 Aid Year
  - 2008-2009 Aid Year
  - 2007-2008 Aid Year
  - 2006-2007 Aid Year
  - 2005-2006 Aid Year
Review your **Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
<th>Source Term Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Application for Federal Student Aid</td>
<td>Received and Satisfied Jul 24, 2009</td>
<td></td>
<td>Federal Stafford Loan</td>
<td></td>
</tr>
<tr>
<td>Loan entrance interview</td>
<td>Received and Satisfied Jul 29, 2009</td>
<td>Federal Unsub Stafford Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan entrance interview</td>
<td>Received and Satisfied Jul 29, 2009</td>
<td>Summer Unsub Fed Stafford Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Authorization Form for additional current charges</td>
<td>Authorized</td>
<td>Jun 09, 2008</td>
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<td></td>
</tr>
<tr>
<td>Payment Authorization Form for paying prior charges</td>
<td>Denied</td>
<td>Jun 09, 2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stafford Loan request form</td>
<td>Received and Satisfied Sep 03, 2009</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Summer Financial Aid Application</td>
<td>Received and Satisfied Jun 02, 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Another Aid Year