



STUDENT QUICK REFERENCE GUIDE

Answers to the most common WCCCD questions

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.



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 the **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 **Transcript Level** link
- Click on **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.