

## Academic and Financial Aid Planning Information Sheet

New financial aid applicants at Cuyamaca College are required to complete the *FREE, non-credit* Academic and Financial Aid Planning Class before their financial aid application is processed at Cuyamaca College.

To complete the Academic and Financial Aid Planning Class **ONLINE**:

The course is self-paced and takes approximately 8 hours to complete. You have a two to five week period to complete the course.

### **To register for the online class:**

For detailed instructions with pictures, log onto [www.cuyamaca.edu/finaid/](http://www.cuyamaca.edu/finaid/) click on “FA/Academic Planning Course” on left side of page in menu and follow instructions or follow the **STEPS to register**.

There are 10 Chapters (and a Preface) to read and 10 Quizzes. Read 1 chapter at a time and take the corresponding quiz before moving on to the next chapter.

**You must complete and pass the online class by taking all 10 quizzes and scoring at least 80% overall. If you have questions regarding the course, please contact the Financial Aid Office.**

### **STEPS to register:**

1. Go to <http://webctarchive.gcccd.edu>
  2. You will need to click on “**Create** my WebCT” if this is your first WebCT class.
    - Input your personal information, create a WebCT ID and Password and click “**Continue**” (at the bottom of the page).
- Suggestion: make your WebCT ID and Password the same as your WebAdvisor User ID (firstname.lastname)*
3. Click on “**Log in to** my WebCT”
  4. Click on “**Add course**”
  5. “View by category” will display “Main.” Using the down arrow, scroll down and click on “**Student Services**” and then click “**Update.**”
  6. Choose the CURRENT (may NOT be the first choice, look under “Term”) Cuyamaca Financial Aid/Academic Planning (Hernandez or Reyes) by clicking the **pencil icon** (✎) under “Self Registration.”
  7. Enter your Social Security Number and click “**Continue.**”
  8. You can now click on “**Go to course**” if you are ready to start the class or “Log Out” (upper right side).