

# Waubonsee Community College Registration and Records FAQs

## General Student Information

### **What is my x-number?**

Use our [X-number look-up form](#) to retrieve your forgotten X-number. It also appears on your registration documents (schedule, invoice, etc.). If you're logged into mywcc, it's shown next to your name in your student profile.

### **I forgot my password**

Click here: [What is my password?](#)

### **Do I live in the Waubonsee Community College District?**

Visit [www.waubonsee.edu/residency](http://www.waubonsee.edu/residency) and view [District #516's map](#). You can also check your county tax website ([DeKalb](#), [Kane](#), [Kendall](#), [LaSalle](#), or [Will](#) counties) to see if Waubonsee is listed as a taxing body.

### **How can I get an enrollment verification?**

Log into mywcc, go to the [Records](#) page, and click on [Enrollment Verification - National Student Clearinghouse](#).

### **How do I obtain my GED transcript?**

Contact the Regional Office of Education in the county where you took the test.

## Registration and Classes

### **Where can I view my schedule?**

In mywcc, go to **Banner Self-Service** to view your current schedule.

### **How do I view my grades?**

In your [student profile](#) in Banner Self-Service, click "Unofficial Academic Transcript."

### **How do I drop/withdraw a class?**

Use the "**Drop**" or "**Web Withdraw**" action in your registration summary in mywcc, then click **Submit**.

You can also drop/withdraw in person using a Change of Enrollment form. Be sure to check [refund and withdrawal deadlines](#).

### **I have a hold. What are my next steps?**

Visit [www.waubonsee.edu/holds](http://www.waubonsee.edu/holds) to find out which department to contact to resolve your hold.

## **Waitlist Information**

### **How do I get on the Waitlist?**

If the class has a waitlist option available, click “Add” next to the class, select “Waitlist” from the drop down in your course summary and click submit. For more information please visit:

[www.waubonsee.edu/waitlist](http://www.waubonsee.edu/waitlist)

### **How will I know when a spot opens?**

You will receive a notification in your Waubonsee student email notifying you that it is your turn to register. You will have 24 hours to log in to mywcc and complete registration before losing your spot.

### **Do I get charged for waitlisted classes?**

No. Charges only apply if you officially register for the class.

## **Transcripts and Graduation**

### **How do I order a transcript?**

Order online through [Parchment](#). You may also order and pick up a paper transcript in person at the Student Center (Sugar Grove campus). More info [here](#).

### **How do I apply for graduation?**

Visit <https://mywcc.waubonsee.edu/graduation>

Or contact the Graduation/Transfer Coordinator:

Phone: 630-466-2933 | Email: [graduation@waubonsee.edu](mailto:graduation@waubonsee.edu)

## **Payments and Financial Aid**

### **How do I pay for my classes?**

Click on “Arrange for Payment” in your summary in Banner self-service.

You can also manage payments and plans in the [Student Account Suite](#), or contact Student Accounts:

Phone: 630-466-5705 | Email [studentaccounts@waubonsee.edu](mailto:studentaccounts@waubonsee.edu)

### **Is my financial aid ready?**

Contact Financial Aid at:

Phone: (630) 466-5774 | Email: [financialaid@waubonsee.edu](mailto:financialaid@waubonsee.edu)

### **Do I need to set up a payment plan even though I have financial aid?**

Check with the Student Accounts Office to confirm your payment requirements.

### **Where can I find my tax form?**

Please contact the Student Accounts Office for assistance.