

Admitted Student Next Steps Checklist



Check off these items to get enrolled and ready for the first day of classes!

Meet your Academic Advisor.

Meet with your Academic Advisor to create your academic plan and review the courses you'll need to complete. Your first semester at Gateway will include Gateway to Success, a one-credit course that provides an introduction to student services, and academic success. Register for class and print your course schedule – you're ready for the first day of class. Call 1-800-247-7122 to schedule your appointment.

Determine how you will pay for college.

Connect with a Gateway Student Finance Specialist for help with understanding your options for financing your education. If you plan to use financial aid, now is the time to submit your **Free Application for Federal Student Aid (FAFSA)**. FAFSA Code: 005389. Call 1-800-247-7122 to set up an appointment with a Student Financial Specialist.

Log in to My Gateway.

Log in to your **My Gateway** student portal at gtc.edu/MyGateway to check your financial aid status, review your schedule and plan out your academic program at Gateway. Be sure you know your Gateway student ID number and password. You'll need them to access online services at Gateway.

Check your Gateway student email.

Your student email will have valuable information on financial aid, courses, and registration. Access your email via your **My Gateway** student portal or at mail.gtc.edu. Log in using your Gateway student ID number and password.

Before the first day of class...Get prepared!

- Complete new student orientation either online via My Gateway or in-person on any Gateway campus. Register for in-person orientation at gtc.edu/orientation.
- Explore the campus where you'll be attending classes or take our virtual tour (gtc.edu/virtualtour)
- Become familiar with support services available in the Learning Success Center (gtc.edu/learningsuccess)
- Download or print the syllabus for each class.
- Get your Gateway student ID card at any Student Services Center
- Purchase textbooks and supplies (notebooks, pens, pencils, etc.) at your campus bookstore or online at efollett.com



Still have questions? Not sure who to ask?

Call 1-800-247-7122 or visit one of the Student Services Centers on the Elkhorn, Kenosha or Racine campuses.



My Gateway Student Portal

Key student resources in one convenient place

LET'S GET STARTED!

Step one: Know your student ID and password

You'll use your Gateway student ID number and password to access My Gateway and many other services at the college.

Student ID Number:

You can find your seven-digit student ID number on your admissions letter or at gtc.edu/My Gateway by clicking on "Don't know your student ID".

Password:

You may have already set up your password in Student Services. If not, you can request your password by visiting gtc.edu/MyGateway, clicking "Forgot your password? Student" and following these directions:

1. **To access your new password immediately:** If you know your previously supplied security question and answer, fill in the first and fourth sections and your password will immediately be displayed on the screen.
2. **Have your password emailed to you:** If you know what personal email address Gateway has on file for you, fill in the first and third sections and your password will immediately be sent to that email address.
3. **Have your password mailed to you:** Fill in the first section (student ID, last name and birth date) and check the box in the second section to have your password sent to you via US Postal Service. This can take 7-10 days.

If you do not have your security question set up, you can do so at any of Gateway's Student Services Center. If you have any questions about your student ID number or password, please call 1-800-247-7122 or visit any Student Services Center.

Step Two: Log in to My Gateway and explore

Logging in is easy! Visit gtc.edu and click on "My Gateway" at the top right. Then, enter your Gateway student ID number and password to log in.

My Gateway is filled with tools to help you have the best Gateway experience possible. You have access to a wide range of resources, including:

- **Web Advisor/Self-Service** where you can complete new student online orientation, register for classes, check your grades, access financial aid information and view your class schedule.
- **Blackboard** your go-to site for course information. This can include your syllabus, class handouts, assignments, interactive discussion boards, and online tests.
- **Student email** your channel for all Gateway-related communication, including event announcements, financial aid award notifications, correspondence with your instructors and much more.
- **Campus-wide announcements and key student resources.**