Registration Steps for the GWT

1) Log on to the computer using your Bronco Name and Password (same as if you were logging into a computer at the library).

2) Log on to your Bronco Direct/Peoplesoft Account.

3) Under Student Self Services click on the Additional Services link.

4) Click on Online GWT Registration.

5) Click on Update or Add (if you have not previously registered for a GWT).

Graduation Writing Test

Name:

Mailing Address

Disability
You now have to contact the Disability Resource Center at 909 869-3333 or email to drc@ch舞omona.edu to arrange accommodations. You are required to contact the DRC by the registration deadline so that they can begin the process of your request.

Week Day Test:
If you need to take the GWT on an alternate day due to religious or other compelling reason, please phone the Test Center at (909) 869-3333 no later than the registration deadline for further information.

Your Session Selection is below

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Session</th>
<th>Time</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2011</td>
<td>1</td>
<td>9:00 AM</td>
<td>01/09/2012</td>
</tr>
</tbody>
</table>

Registration Date: 01/06/2012
Description: Winter 2012 Term 2121
6) 1. Click on the *magnifying glass* and select the next available test date (click on the date).
2. Click on the *magnifying glass* and select the time (session) you wish to take the test (click one of the times provided).
3. If any of the boxes below this apply to you click on the proper box. If not, leave the boxes blank.
4. After you have reviewed your selections click the *submit* button.

**Graduation Writing Test Update Page**

Enter Test Dates

- Test Date:  
- Session: 06:00 AM - Morning Session
- Do you require accommodations for a disability: [ ]
- Does your religion require an alternate test day?: [ ]

Submit

Hit the "Submit" button to confirm your selection.

7) Click on the *I Agree* button.

Alert - New Payment Required for Test Date Changes

**Alert**: Each time you register for a GWT test you must pay the test fee. Your previous test fee is not transferred to the next test date. The cost of the Exam is $30.00. If you click yes, you agree to this.

I Agree  |  I Do Not Agree

8) Confirm the registration was *complete*.

**Graduation Writing Test Confirmation**

Confirmation: Registration Confirmed

Congratulations: You will receive an Email Confirmation

9) In order to **COMPLETELY** register for the test and thus have your hold removed (if you have a hold on your account) you must also *pay* for the GWT. This is an *OUT-OF-POCKET* expense (Financial Aid will not cover this charge nor will it appear on your account on Bronco Direct).

   a. Payment Options
      i. Online payment through Bronco Direct.
      ii. Walk into the Cashier’s Office and pay in person.

**ONLY AFTER** you have both registered and paid for the GWT will you hold be removed. Hold removal takes up to one business day so please plan accordingly. Thank You.

If you need further assistance at any point in this process please feel free to ask a member of our office staff. Go Broncos!!!