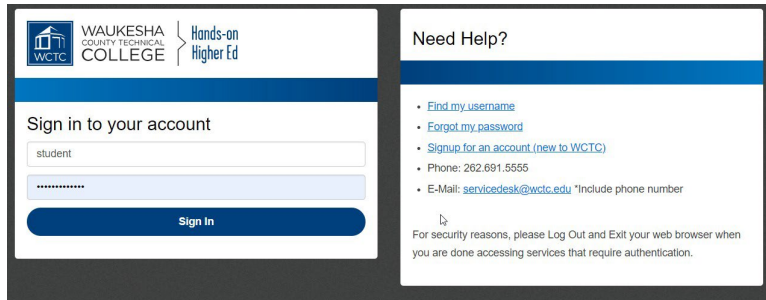


Student Requirements Instructions

Financial Aid Department
800 Main Street, Room C-019
Pewaukee, WI 53072
262.691.5578 (Phone); 262.691.5123 (Fax)
money@wctc.edu

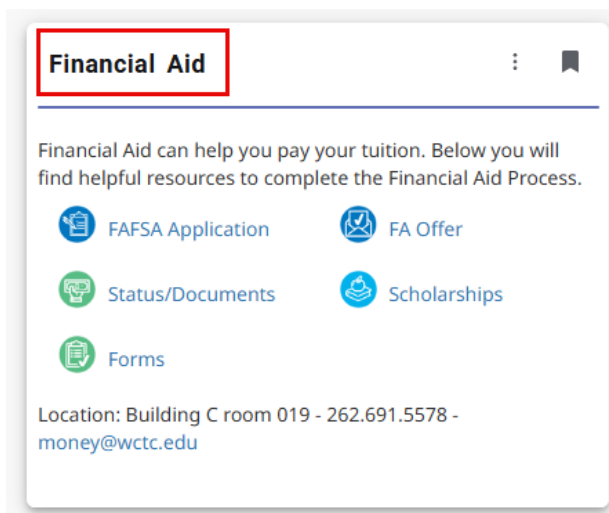
To view the documents needed to complete your financial aid file, please follow the steps below.

1. Log into your [MyWCTC](#) portal



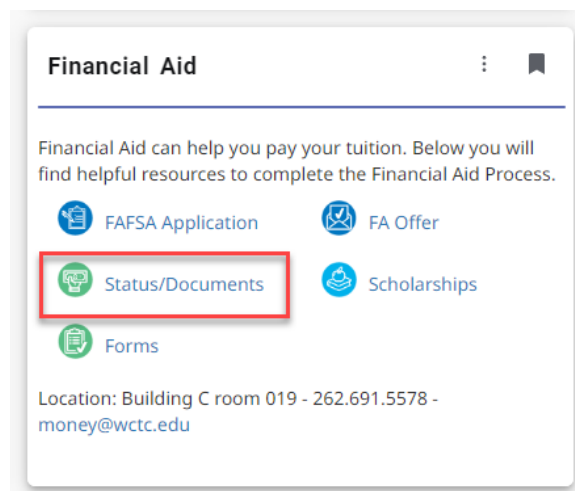
The screenshot shows the MyWCTC portal login interface. On the left, there is a 'Sign in to your account' section with a 'student' username field, a password field (represented by dots), and a 'Sign In' button. On the right, there is a 'Need Help?' section with links for 'Find my username', 'Forgot my password', and 'Signup for an account (new to WCTC)'. It also lists the phone number (262.691.5555) and email (servicedesk@wctc.edu). A security notice at the bottom states: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.'

2. Find or search for your **Financial Aid** student card



The screenshot shows a 'Financial Aid' student card. The title 'Financial Aid' is highlighted with a red box. Below the title, it says 'Financial Aid can help you pay your tuition. Below you will find helpful resources to complete the Financial Aid Process.' There are five icons with labels: 'FAFSA Application', 'FA Offer', 'Status/Documents', 'Scholarships', and 'Forms'. At the bottom, it provides the location 'Building C room 019 - 262.691.5578' and the email 'money@wctc.edu'.

3. Click on **Status/Documents**



This screenshot is identical to the previous one, but the 'Status/Documents' icon and label are highlighted with a red box, indicating the next step in the process.

4. On the **Home** tab, make sure you are on the **2025-2026 Aid Year**. You will see your **Unsatisfied Requirements** will display here with more information and a link (if applicable) to the required forms


Financial Aid

Aid Year: 2025-2026 Aid Year


[Home](#) [Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financing Plan](#)

Student Requirements ⓘ


Unsatisfied Requirements

 Admission into an eligible associate or technical degree
Last update: 12/09/2025

UNSATISFIED

 Independent Verification Worksheet
Last update: 12/09/2025

UNSATISFIED

 Signed copy of Student 2023 Federal Taxes and Schedules
Last update: 12/09/2025

UNSATISFIED

You can submit all required forms/documents to the WCTC Financial Aid Office via email to money@wctc.edu (if applicable) or in person at Ollies Compass (College Building C-019)