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WALLACE COMMUNITY COLLEGE
Dothan • Eufaula

www.wallace.edu

Registration Guide

WALLACE CAMPUS	**SPARKS CAMPUS**
1141 Wallace Drive	3235 S. Eufaula Ave.
Dothan, AL 36303	Eufaula, AL 36027
334-556-2476	334-678-3543, ext. 4226
1-800-543-2426, ext. 2476	1-800-543-2426, ext. 4226

We're Here To Help!

Enrollment Services
334-556-2468 (Dothan)
334-687-3543, Ext. 4257 (Sparks)
admissions@wallace.edu

Dual Enrollment
334-556-2423
dualenrollment@wallace.edu

Testing
334-556-2296 (Dothan)
testing@wallace.edu (Dothan)
334-687-3543, Ext. 4249 (Sparks)
jfrench@wallace.edu (Sparks)

Financial Aid
FAFSA Application Code - 00101800
334-556-2476 (Dothan)
334-556-2523 (Fax - Dothan)
334-687-3543, Ext. 4226 (Sparks)
334-687-2357 (Fax - Sparks)
finaid@wallace.edu

Disability Support Services
334-556-2587 (Dothan)
rspry@wallace.edu (Dothan)
334-687-3543, Ext. 4270 (Sparks)
ebynum@wallace.edu (Sparks)

Table of Contents

Accreditation

Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate in arts, science, and applied science degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wallace Community College.

Statement of Nondiscrimination

It is the policy of the Alabama Community College System Board of Trustees and Wallace Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (Sources: ACCS Board of Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

Contacts to handle inquiries regarding the nondiscrimination policy:

Title IX Compliance Coordinator
Mickey Baker
Interim Dean of Students and the Sparks Campus
3235 South Eufaula Avenue
Eufaula, Alabama 36027
(334) 687-5288
mbaker@wallace.edu

Deputy Coordinator
Shaletha Barnes-Blackmon
1141 Wallace Drive
Dothan, Alabama 36303
(334) 556-2414

Full policies of Wallace Community College are published in the Personnel Handbook, College Catalog, or the Student Handbook. While this guide attempts to present information accurately, it does not constitute the complete statement of policies of Wallace Community College. Contents are subject to change without notice.

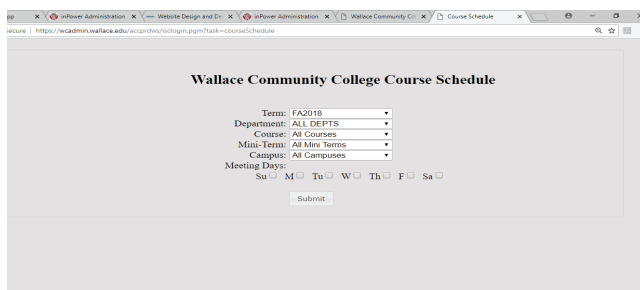## How to Navigate the Online Course Schedule at Wallace.edu.

New for Fall 2018! View classes in real time using our **Online Course Schedule**. The online course schedule is accurate, reflecting new, cancelled, and open courses. Courses can be searched by department, terms, campus, and to accommodate work schedules. Just select the term you wish to view and any other options and press Submit.

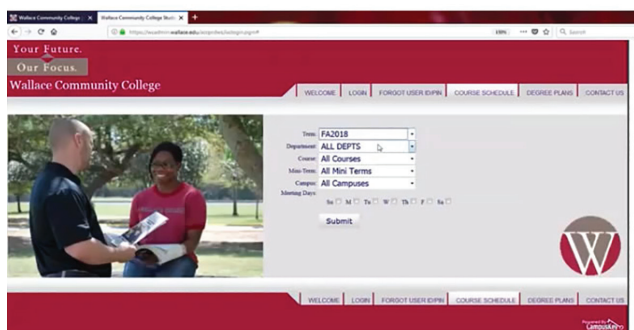**How to Navigate Courses via Wallace.edu:**
Browse the online course schedule via
www.wallace.edu/ocs or
www.wallace.edu/look_up_classes.

OR go to **myWCC** and click on **Course Schedule**.

Watch the help video: How to Navigate the Online Course Schedule at Wallace.edu for more information: **https://www.youtube.com/watch?v=TeY7yMifs7c&feature=youtu.be.**

SOAR Registration for First-Time College Students

First-time college students will register during a **SOAR** session with an advisor. **SOAR (Student Orientation, Advising, & Registration) is offered each semester for entering college freshmen.** SOAR is designed to give first-time college students an opportunity to become acclimated to campus life at Wallace Community College, to become familiar with specific College policies, and to register for their classes. **It is strongly recommended that all entering freshmen attend a SOAR session.** For more information about SOAR, please contact Daymesha Reed at 334-556-2477 or by email at dreed@wallace.edu.

Pre-Registration (Current Students)

1. Take advantage of our pre-registration dates and get the classes you want! If you are not a first-time college student, you have several options to pre-register for classes:
   - **ONLINE**: Get web authorized by your advisor so you can register online. Web pre-registration dates are listed on semester calendar, pages 4-5. You will register for classes using myWCC.
   - **LAB SESSION:** Stop by a **Web Registration Lab Session**. Counselors will be on hand to web authorize you and help you register for classes online using myWCC. Web registration lab dates are listed on the semester calendar, pages 4-5.
   - **ON CAMPUS**: Attend the on-campus appropriate pre-registration day. Dates listed on the semester calendar, pages 4-5.
   - **ADA AND VA:** Registration dates are listed on the semester calendar, pages 4-5.
2. Pay for classes by payment deadline. Dates listed on the semester calendar, pages 4-5.

   If you pre-register for classes, you must pay for classes or charge to financial aid online using myWCC or you can pay in-person on either campus at the following locations:
   Wallace Campus: Business Office in Grimsley Hall.
   Sparks Campus: Bookstore/Business Office in Building A (Sparks Campus).

   All unpaid registrations will be dropped from the system, and you will have to re-register during regular registration.

Regular Registration

Register on campus or online during Regular Registration. Dates are listed on the semester calendar, pages 4-5. Classes start Monday, August 20.

1. Register for classes online using myWCC, or register on campus with an advisor during the regular registration dates.

2. Pay for classes or charge them to financial aid the day you register. You can pay online using myWCC or pay in-person on either campus.
   Wallace Campus: Business Office in Grimsley Hall.
   Sparks Campus: Business Office in Building A (Sparks Campus).

   Unpaid schedules will be dropped at the end of each business day during regular registration.

Web Registration Workshops

Are you a current student and need more help with registration? Attend one of the Web Registration Workshops given each semester on both the Wallace and Sparks Campuses. **www.wallace.edu/webregistrationworkshops.**

FALL 2018 SEMESTER DATES

On-Campus Pre-Registration for Returning Students (Graduates)	Monday, July 9 at 8:00 a.m. – 6:00 p.m.
Web Registration opens at 5:00 pm	Tuesday, July 10 at 5:00 p.m. – Tuesday, August 21 at 6:30 p.m.
On-Campus Pre-Registration for Returning Students (ADA)	Tuesday, July 10 at 8:00 a.m. – 4:00 p.m.
On-Campus Pre-Registration for Returning Students (VA)	Tuesday, July 10 at 8:00 a.m. – 4:00 p.m.
WEB Registration Workshop in Eufaula (come and go event)	Wednesday, July 11 from 9:00 a.m. — 4:30 p.m.
WEB Registration Workshop in Dothan (come and go event)	Wednesday, July 11 from 8:00 a.m. — 4:00 p.m.
WEB Registration Workshop in Dothan (come and go event)	Wednesday, July 12 from 10:00 a.m. — 6:00 p.m.
SOAR for New Students- Sparks Campus in Eufaula	Thursday, July 12 at 12:00 noon
On-Campus Pre-Registration for Returning Students (All Others)	Monday, July 16 from 8:00 a.m. – 6:00 p.m.
SOAR for New Students – Wallace Campus in Dothan	Thursday, July 19 at 8:30 am and 2:00 p.m.
SOAR for New Students- Wallace Campus in Dothan	Monday, July 23 at 8:30 am and 2:00 pm
SOAR for New Students- Wallace Campus in Dothan	Tuesday, July 31 at 8:30 am and 2:00 pm
Pre-Registration Payment Deadline	Wednesday, August 8 at 4:00 p.m.
SOAR for New Students- Wallace Campus in Dothan	Thursday, August 9 at 8:30 am and 2:00 pm
SOAR for New Students- Sparks Campus in Eufaula	Thursday, August 15 at 8:00 a.m.
Professional Development	Wednesday, August 15
Placement Testing Priority Deadline	Thursday, August 16 at 3:00 p.m.
Regular Registration	Thursday August 16 from 8:00 a.m. to 6:30 p.m.
Regular Registration	Friday, August 17 from 8:00 a.m. to noon
Classes Begin	Monday, August 20
Drop/Add and Late Registration – Wallace Campus in Dothan	Monday, August 20 – Tuesday, August 21 from 8:00 a.m.- 6:30 p.m.
Drop/Add and Late Registration – Sparks Campus in Eufaula	Monday, August 20 – Tuesday, August 21 from 8:00 a.m.- 4:00 p.m.
Labor Day Holiday (College Closed)	Monday, September 3
Financial Aid 60% Point – Full Term	Thursday, October 25
Spring 2019 Registration Opens	Wednesday, November 7
Veterans Day Holiday (College Closed)	Monday, November 12
Thanksgiving Holiday (College Closed)	Thursday, November 22 – Friday, November 23
Last Day to Withdraw from Classes	Tuesday, December 4
Last Day of Classes	Friday, December 7
Final Exams	Monday, December 10 – Thursday, December 14

FALL 2018 MINI TERM DATES

First Mini-Term Registration	Monday, July 9 – Tuesday, August 21
Classes Begin	Monday, August 20
Drop/Add and Late Registration – Wallace Campus in Dothan	Monday, August 20 – Tuesday, August 21 from 8:00 a.m.- 6:30 p.m.
Drop/Add and Late Registration – Sparks Campus in Eufaula	Monday, August 20 – Tuesday, August 21 from 8:00 a.m.- 4:00 p.m.
Labor Day Holiday (College Closed)	Monday, September 3
Last Day to Withdraw from Classes	Wednesday, October 10
Last Day of Classes	Friday, October 12
Final Exams	Wednesday, October 10- Friday, October 12
Second Term Registration	Monday, October 8 – Friday, October 12
Classes Begin	Monday, October 15
Drop/Add and Late Registration	Monday, October 15
Spring 2019 Registration Opens	Friday, November 7
Veteran's Day Holiday (College Closed)	Monday, November 12
Thanksgiving Holiday (College Closed)	Thursday, November 22 – Friday, November 23
Last Day to Withdraw from Classes	Tuesday, December 4
Last Day of Classes	Sunday, December 9
Final Exams	Monday, December 10 – Friday, December 14

Removal for Non-Payment

All students must submit full payment for all classes prior to the dates listed below. This payment includes classes added after initial payments are processed. Students should view account balance information in their myWCC account.

Wednesday, August 8 at 4:00 p.m.   Thursday, August 9 - Tuesday, August 21
Daily at the close of business.*

*Hours of Operation:
Monday – Thursday: 7:30 a.m. until 4:30 p.m. Friday: 7:30 a.m. until 2:00 p.m.

ADMISSION REQUIREMENTS

Wallace Community College is an open admission institution. All students who have earned a high school diploma or GED are eligible for admission.

First Time College Applicant

First time college applicants must apply prior to the end of the drop/add period each term. Students may be admitted conditionally for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Submit an Application for Admission. You may submit an application online or a printed application by mail or in person to the Admissions Office. Applicants applying online will need to create a user ID and password by clicking "Get One" on the login page.
2. Submit the Residency Form after completing application for admission.
3. For admission, applicants must present one primary form of identification. (i.e., unexpired, government-issued photo ID). Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.
4. Submit official proof of high school graduation/GED completion.
5. Take the ACCUPLACER placement test or submit appropriate placement scores completed within the last five years: ACT (18 or higher in English, 18 or higher in math).
6. Submit official College transcript if attended as a dual enrollment student prior to graduating high school.

Transient Applicant

All transient information must be submitted prior to registration. Transient students are not eligible to receive federal financial aid.

1. Submit an Application for Admission. You may submit an application online or a printed application by mail or in person to the Admissions Office. Applicants applying online will need to create a user ID and password by clicking "Get One" on the login page.
2. Submit the Residency form after completing application for admission.
3. For admission, applicants must present one primary form of identification. (i.e., unexpired, government-issued photo ID). Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.
4. Submit transient letter from current college listing specific approved courses and correct term of enrollment.

Transfer Applicant

Transfer students may be admitted conditionally for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Submit an Application for Admission. You may submit an application online or a printed application by mail or in person to the Admissions Office. Applicants applying online will need to create a user ID and password by clicking "Get One" on the login page.
2. Submit the Residency form after completing application for admission.
3. For admission, applicants must present one primary form of identification. (i.e., unexpired, government-issued photo ID). Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission.
4. Submit official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.
6. Take the ACCUPLACER placement test or submit appropriate placement scores completed within the last five years: ACT (18 or higher in English, 18 or higher in math).

Readmission Applicant

Students returning to Wallace after one or more terms of non-attendance (excluding summer term) are required to submit an Application for Readmission.

1. Submit an Application for Admission. You may submit an application online or a printed application by mail or in person to the Admissions Office. Applicants applying online will need to create a user ID and password by clicking "Get One" on the login page.
2. Submit the Residency form after completing application for admission.
3. Present in person, mail, or email one primary form of identification (i.e., unexpired, government-issued photo ID).
4. Submit official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.
6. Take the ACCUPLACER placement test or submit appropriate placement scores completed within the last five years: ACT (18 or higher in English, 18 or higher in math).

ACCELERATED HIGH SCHOOL

Accelerated High School students receive credit only at Wallace.

1. Accelerated High School (HS) students must complete the following:
   - Meet all general admission requirements
   - Have a minimum 3.0 GPA (HS transcripts must be provided.)
   - Completed the 10th grade
   - Have written approval from high school principal
   - Meet all prerequisite requirements, including
   - College placement test if ACT scores of 18 or higher in English or 18 or higher in math are not submitted.

   The student may enroll only in courses for which high school prerequisites have been completed.

2. Accelerated HS Registration Process
   - Application: Student completes all application procedures.
     - Complete application.
     - Provide a legible copy of an approved photo ID by mail, email, or in person.
   - Form: Statement of Eligibility for Dual Enrollment/Dual Credit and Accelerated High School Students certifying that students have a minimum cumulative B average and recommending that they be admitted under this policy.
   - High School Transcript: The student must provide a current high school transcript to verify current GPA. The transcript must be submitted prior to registration.
   - Assessment: Take the College placement test or provide appropriate ACT scores to the Office of Enrollment Services.
   - Registration: The student must register on campus once all documentation and approvals have been granted.

3. Returning Accelerated HS Student
   The Accelerated High School student must register on campus once all documentation and approvals have been granted. Because permission forms are required each semester, accelerated students will have a restriction on their account preventing them from obtaining an official transcript until graduation.

4.. Accelerated High School Student Converting to a First Time Freshman
   The student must reapply for freshman admission if he or she has not graduated from high school prior to attempting to register for classes.

DUAL CREDIT

Dual Credit students receive credit at both the high school and Wallace Community College.

1. Dual Credit Requirements
   The student must complete the following:
   - Meet all general admission requirements to include: to include: completed application for accelerated and dual enrollment, a Statement of Eligibility for Dual Enrollment/Dual Credit and Accelerated High School Students and a Parent Permission Form.
   - Have a minimum 2.5 GPA for Academic and health sciences courses.
   - Have a minimum 2.0 GPA for all other career technical courses.
   - Enrolled in 10th, 11th, or 12th grade
   - Have written approval from high school principal
   - Meet all pre-requisite requirements, including College placement test if ACT scores of 18 or higher in English or 18 or higher in math are not submitted.
   - Career-Technical Students must provide a copy of four-year career plan AND Career Assessment (KUDER) to determine suitability for chosen CT field (required for scholarship consideration).

   Courses must at least 100 level, and PED classes are not eligible.

2. Dual Credit Registration Process
   - Application: Student completes all application procedures. 1.) Complete application with signature pages. 2.) Provide a legible copy of a government-issued photo ID by mail, email, or in person.
   - Form: The Statement of Eligibility for Dual Enrollment/ Dual Credit form must be signed by the student's high school principal and counselor and is verification of the student holding the required cumulative grade point average. The required cumulative grade point average for all academic and health sciences courses is a 2.5. The required cumulative grade point average for all other career technical courses is a 2.0.
   - High School Transcript: The student must provide a current high school transcript to verify current GPA. The transcript must be submitted by the application deadline.
   - Assessment: Take the College placement test or provide appropriate ACT scores to the Office of Enrollment Services.
   - Registration: The student must register with the Dual Enrollment Office once all documentation and approvals have been granted.

3. Returning Dual Credit Student
   Dual credit students must have an updated Statement of Eligibility Form and Updated Transcript every academic school year. If a student sits out a semester and a delay has occurred between attendance, then the dual enrollment student MUST complete a NEW dual enrollment packet for reactivation.

4. Dual Credit Student Converting to a First Time Freshman
   The student must reapply for freshman admission if he or she has not graduated from high school prior to attempting to register for classes.

ADMISSION OF INTERNATIONAL STUDENTS

Please check wallace.edu for international deadlines each term.

For admission to an Alabama Community College System institution, an international applicant must provide and comply with the following:

1. An application for admission, which includes the student's signature page, valid form of photo identification, and ACT, SAT, or College placement test scores are required.
2. A valid VISA and passport to include identification page, expiration date page, and VISA page.
3. An official translated and evaluated copy of the student's high school/college transcript is required from a member of NACES.
4. A minimum score must range from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the College, or a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total of 173 on the computerbased TOEFL, or a total score of 500 on the paperbased TOEFL.
5. International students must take the designated placement assessment before being admitted to the College
6. A signed, notarized statement must verify adequate financial support and a complete financial statement from within the last three months.
7. International student tuition is two (2) times that of residents of the state of Alabama.
8. Documentation is required that demonstrates adequate health and life insurance with a reparation benefit, which must be maintained during enrollment. Students are required to have international insurance coverage at the time of registration.
9. Minimal TOEFL scores may be waived for students from the following countries: Anguilla, Antigua and Barbuda, Australia (Australian English), Bahamas, Barbados, Belize (Belizean Kriol), Bermuda, the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, England, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Pitcairn Islands, St. Helena, St. Kitts and Nevis, St. Vincent and the Grenadines, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, the U.S. Virgin Islands, and the United States.
   - All other waivers must be submitted to the Chancellor for approval with substantial documentation.
10. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Wallace. Students must complete and return the Transfer Recommendation of Student's Immigration Status prior to admission. The student must maintain the recommended hours required by the host institution while in transient status.
11. F-1 visa holders are required to be enrolled full-time (twelve semester hours or more) and should be progressing satisfactorily toward a degree.
12. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Wallace.
13. All international student applicants must secure private housing since Wallace provides no dormitory facilities.
14. The final decision for acceptance of international students who have met the preceding conditions will be made by the Primary Designated School Official (PDSO).

NOTE: No student will be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first semester grades, then the grades will be reported on the transcript, but an official transcript will not be released until all required admissions records are received.

COLLEGE PLACEMENT TEST INFORMATION

In order to determine proper placement in Math and English classes, students should complete the College placement test (ACCUPLACER). In the case of an exemption, students should submit ACT or SAT scores and a high school/GED transcript to the Admissions and Records Office as early as possible. For exemption information, visit the College website at www.wallace.edu.

- Information regarding testing days and times can be found by visiting the College website and entering "Placement Exam" in the search bar on the upper right side of the homepage.
- Students must make an appointment to take the placement test online at www.registerblast.com/wccmain/exam for the Wallace Campus and www.registerblast.com/wccsparks/exam for the Sparks Campus.
- Before making an appointment, students must complete a college application and receive their Wallace student ID number.
- There is no charge for the initial College placement test. All materials for the test will be provided. There is a charge ($10 per section) to retest.

- The test is most commonly administered in Grimsley Hall, room 126, on the Wallace Campus and the Administration Building, room A-1, on the Sparks Campus.
- Upon arrival for testing, students must present a valid photo ID.
- Scores will be provided at the completion of the test, and students are encouraged to meet with their advisor afterwards to discuss placement.
- Sample test questions may be obtained online. For more information, visit the College website.
- Wallace Community College complies with the Americans with Disabilities Act. Students who request accommodations should provide documentation to the Office of Disability Support Services (334.556.2587 on the Wallace Campus and 334.687.3543 ext. 4270 on the Sparks Campus) at least two weeks prior to their scheduled College placement test date.
- For study material prior to testing, visit the College website.

Advising Procedures

Student Orientation Advising and Registration (SOAR).
Students who attend SOAR are first time college students. During SOAR students will meet with an advisor. Advisors assist students in planning their schedule and pre-register them for their classes.

Regular or Pre-Registration Days. Current, returning, and transfer students go to the assigned advisor's office to plan their schedule, print a STARS guide, and discuss their plan of study. The advisor pre-registers the student, authorizes the student to register online for the next term, and explains the online registration procedure.

Outside Regular Office Hours. Students should go to the Counseling Office (Grimsley Hall room 125 on the Dothan campus and Building A room 11 on the Sparks campus) where counselors will be available to assist when faculty members are not available.

Web Registration. Students can access the Web to register once their advisor authorizes them. Students who are entering into their first semester of college courses are not allowed to register online. These students must first be assisted by an advisor to receive Web authorization. The dates for Web registration are available online.

All first time freshmen must meet with an advisor prior to registration. Transient and transfer students must have an application for admission on file prior to registering for classes, and transient students must submit an updated transient letter each term.

STARS Advising

Students who plan to transfer to a public four- year institution in the state of Alabama should visit wallace.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a webaccessible database system providing guidance and direction for prospective students who transfer to public institutions within the state of Alabama. The STARS system allows students in Alabama to obtain a transfer guide/agreement for their major at the selected public four-year institution. Students should print and keep this guide. If used correctly, then it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public fouryear institution in Alabama. Refer to STARS for more information.

Prerequisites

Before a student enrolls in a class, all prerequisites must be satisfied. If a student enrolls in a class for which the prerequisites are not fulfilled, then the student may not receive credit for that class and may be withdrawn administratively. Additionally, any student planning to take online courses must complete eLearning Training (ELT).

How to Register for eLearning Training (ELT)

1. Go to www.wallace.edu/blackboard (located at the top of the WCCD home page).

2. Log into Blackboard using your GovNet* username and your password.
3. Click "eLearning Training" under My Courses and follow the instructions.

GovNET* Easy Technology Access

GovNET is an account that allows you to access multiple systems at Wallace Community College using just ONE username and password, including Blackboard, student email, campus computers and campus WiFi.

Important GovNET Information

1. Your GovNET account grants access to campus computers, student email, campus WiFi and Blackboard. YOUR ACCEPTANCE LETTER CONTAINS YOUR GOVNET USERNAME.

2. GovNET Username
   - *Initially admitted on or after January 12, 2018:* First initial, last name and last four digits of student number.
   - *Initially admitted before January 12, 2018:* First initial, last name and four numbers
   - Format is jsmith1234

3. **GovNET Initial Password must be reset before use with Blackboard and email.**
   - Initial password — first 3 letters in last name, 2-digit birth year and student number, first letter capitalized, i.e. for **Smi**th born in 19**96** with student number **1234567**, the initial password is **Smi961234567**.
   - You must change password before use with Blackboard, student email, or campus Wi-Fi.
   - It must be 10 characters or more and have uppercase, lowercase, and numbers.
   - To change your password so you can use Blackboard and email, login with your default username and password to :
   - Off campus- **passwords.wallace.edu** to update your password
   - On campus- **campus computer** to update your password

4. **With your password reset, you are ready to use your GovNET username and passwoard for Blackboard, student email, campus computers, and campus WiFi.**

MORE GovNET INFORMATION: www.wallace.edu/govnet.

How to Register for eLearning Training (ELT)
1. Go to www.wallace.edu/blackboard (located at the top of the WCCD home page).
2. Log into Blackboard using your GovNet username and your password.
3. Click "eLearning Training" under My Courses and follow the instructions.

REGISTRATION

Students must complete an application for admission, have their myWCC username and password and be web authorized to register. See GovNET and eLearning (ELT) information on previous page.

1. Go to myWCC.

2. Type your user ID and password, and click "Login."
   • USER ID: myWCC username , is your student id number
   • When signing in for the first time, your PIN will be your SIX digit date of birth (MMDDYY).
   • If you have signed in previously and changed your password but cannot remember it, then utilize the Forgot User ID/PIN tab.

3. Click the "Scheduling" tab, then the Registration tab.

4. To search for a class:
   • Select the Select Course link, campus, department, course, section number or days of the week to find the course you need.Click "Submit."

5. To register for a class:
   • Select the call number next to the course, and click "Add Selected Course" below the call number box. The status of a course is located in the current status column. This indicates whether a course is open, closed or cancelled..
   • If you know the call number of the class for which you want to register, then you may add it in the "Call Number box" and click "Add Selected Course." For co-requisite classes, you must enter both call numbers in the box one at a time.

6. To drop a class:
   • Click on the add/drop down menu under the registration field. (This applies if you have paid for your classes in full. If you have not paid, drop your course under registration link)
   • Select "Drop Course to the right of the course. Search for a new class or speak with your advisor.
   • Once the drop/add period has ended, students will have the option to withdraw from a single class using "Online Withdrawal Process."

7. To print a schedule:
   • Under the "Student Records" tab, click "My Schedule."
   • With the schedule showing, click "Print" on your Title Bar and click "Print." Adjust your preferred settings and print. (Portrait setting is recommended).

COMPLETING REGISTRATION AND PAYMENT

1. Print a copy of your schedule from myWCC.

2. If paying by credit card online, then verify your account balance by logging on to your myWCC account. Within the "Scheduling" tab, the total due may be found under "Complete Registration for the current Term". The "Minimum Payment Due Now" is the amount that must be paid by the designated payment due date.
   • Click "Complete Registration" to pay.
   • Click "Pay with Credit Card".
   • Enter the credit card information as requested.

3. For all other forms of payment, Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, scholarships, Federal Pell Grant, Veteran's Affairs, or any other third party entity, you are responsible for verifying that the payment is reflected on your student account. Verification may be made in your myWCC account or in the Business Office on either campus.

4. Ensure all tuition and fees have been paid. Class schedules will be removed if payment is not made by the designated due date. After the initial payment due due date, payment is due at the time of registration. Options for making payments are as follows:

   • Log into your myWCC account to pay by credit card.
   • Visit the Business Office in person to pay by cash, check, or credit card.

5. There is no cost for a parking decal. Students must have the following information when registering their vehicle: driver's license number, vehicle tag number, and make and model of the automobile. All vehicles must be registered, and parking decals must be displayed appropriately.

6. Photo IDs are required for students at no cost. Photo IDs are issued during regular business hours in the Bookstore on the Wallace Campus in Dothan and in the Student Services Office on the Sparks Campus in Eufaula.

Additional registration and online (live) course schedule: www.wallace.edu/how_to_register.

THE FINAL EXAMINATION SCHEDULE IS AVAILABLE ON THE WEBSITE (www.wallace.edu/finalexams).

GRADES, CLASS CANCELLATIONS, AND WITHDRAWAL POLICIES

Grades

To obtain grades, visit www.wallace.edu and select myWCC. Students must enter the Student ID number and the password for access. Students who forget the password may utilize the Forgot User Id/Pin tab. Grades are not mailed. It is the student's responsibility to check grades at the end of each semester.

Class Cancellations/Room Changes

It is occasionally necessary for the College to cancel a class or change a room. When possible, these changes are communicated one to two days before classes begin. Students will be emailed and/or called if a class is cancelled. Students should verify class schedules with room numbers in myWCC.

Withdrawal Policy

To be entitled to a refund of tuition and fees, students on both the Wallace and Sparks Campuses must officially withdraw by initiating the online withdrawal form. Students can access the online withdrawal form via the College website. A How to Video can be viewed for step by step instructions.

Complete Withdrawl

Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refund check(s) are made payable to the student and mailed to the student's home address as recorded in the registration file. An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Financial Aid students are subject to the Return of Unearned Aid, Responsibility of the Student policy.

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop and add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. No refund is due a student who partially withdraws after the official drop and add period. Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registrations voided and will not be registered for that term. It is the student's responsibility to attend class. If an emergency should occur, Wallace Campus students should contact the Office of the Director of Enrollment Services/Registrar at 334-556-2468, and Sparks Campus students should contact the Student Affairs Office at 334-687-3543, Ext. 4282, prior to the fifth day of a term. Students at other College locations should contact the designated College official.

Active Duty Military Withdrawal

Refund for Alabama National Guard and Reservists Call to Active Duty: Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

The online withdrawal process is available based on the deadline dates listed in this guide and on the College website. No withdrawals will be taken by phone. Failure to attend class does not constitute official withdrawal. If you are a Pell grant recipient or receive veteran's benefits, then you must speak with a representative from Financial Aid before withdrawing from classes. Your grant award may be reduced or canceled if classes are not completed successfully.

TUITION AND FEES

Fall 2018, Spring 2019, and Summer 2019
The cost of tuition for in-state students is $156.00 per credit hour. Therefore, a three-hour class costs $468.00.

Fall 2018, Spring 2019, and Summer 2019
The cost of tuition for out-of-state students is $285.00 per credit hour. Therefore, a three-hour class costs $855.00. Wallace Community College allows in-state tuition for certain neighboring Florida and Georgia residents.

FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE. Students who pay tuition using any third party entity are responsible for verifying that payment has been received by the Business Office. There is a $25 late registration fee charged to students who register on or after the first day of classes as stated in the College calendar. WALLACE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Business Office. Refunds are generated according to the drop date or withdrawal date. Refund checks are mailed within three to four weeks following the end of the refund period. An administrative fee 5% of tuition and other institutional charges is assessed for each withdrawal.

Refund Schedule and Policy

A student who officially withdraws from any or all classes before the official first day of class for the respective term will be refunded the total tuition and other institutional charges.

Students will receive a 100% refund for classes dropped during any drop/add period if there is a remaining class or classes. After the respective drop/add period, no refund will be given except for total withdrawal from the College.

TUITION AND FEES (CONTINUED)

Drop/Add Periods

During the defined drop/add periods, students will receive a 100% refund on dropped classes provided other classes remain on the student's schedule. Once the drop/add period has ended, partial refunds will be granted only for a complete withdrawal of all classes during the refund withdrawal period.

Some programs and/or classes require additional fees. Tuition and fees are subject to change.

ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE COLLEGE'S PUBLISHED DUE DATES FOR EACH TERM. Sponsored students are an exception to this policy. Sponsored students include those students whose expenses are paid by agencies, such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. These students must have written authorization from the sponsoring agency on file in the Business Office prior to registration in order to register without paying.

FINANCIAL AID

Applying for Financial Aid

Mission and Purpose

The primary purpose of student financial assistance programs at Wallace Community College is to assist students with meeting the cost of their education. All students are encouraged to apply. Eligibility for grants is based on financial need.

Services and Programs Available

Federal and State Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Alabama Student Assistance Program (ASAP)

Veterans' Benefits

- Alabama GI Dependents' Scholarship Program
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Old GI Bill (Vietnam Era-Chapter 34)
- Veterans' Educational Assistance Programs (Chapter 32)
- Montgomery GI Bill-Active Duty Educational Assistance Program (Chapter 30)
- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill-Reserve Educational Assistance Program (Chapter 1607) (REAP)
- Alabama National Guard Educational Assistance Program (ANGEAP)
- Vocational Rehabilitation (Chapter 31)
- Post 9/11 GI Bill (Chapter 33)

Scholarships

- Institutional Scholarships (Academic, Allied Health, Diplomats, Performing Arts, and Technical)
- Athletic Scholarships
- Senior Citizens Waivers
- Privately Funded Scholarships
- Wallace Community College Foundation and WallaceCommunity College Sparks Foundation Scholarships

Other Forms of Financial Assistance

- State Vocational Rehabilitation
- Workforce Investment Act (WIOA)
- The Trade Adjustment Act (TAA)
- Privately funded loans: http://www.wallace.edu/financial_aid/private_student_loans.aspx

Additional information on financial aid programs can be found in the College Catalog/Student Handbook and on the College Web site.

Students applying for financial aid must do the following:

- Apply for admission and request an official high school transcript, GED scores and certificates, and academic transcripts from other colleges previously attended.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov, or download and mail the PDF version of the FAFSA at www.FederalStudentAid.ed.gov, or by calling the Federal Student Aid Information Center toll free at 1-800-4-FED-AID to request a paper copy.
- Complete and submit all documents requested by the Financial Aid Office.
- Check your WCC online account regularly.

Important Financial Aid Facts

- Students must review all information within myWCC/WCC student e-mail address and submit any unsatisfied documents as soon as possible to finalize the financial aid application process.
- PELL eligible certificate programs calculate awards based on T4 hours assigned at the time of registration. Therefore, students will determine how much they will pull from their eligibility after they register for classes.
- Financial aid refund checks are processed approximately fourteen days after attendance is verified.
- If the student has completed the FAFSA and has not been contacted by Wallace Community College, they should contact the Financial Aid Department at 334-556-2476 (Dothan), (334) 687-3543 Ex: 4226 (Sparks), finaid@wallace.edu .

Financial Aid Deadlines

FINANCIAL AID 60% DATES	FALL 2018	SPRING 2019	SUMMER 2019
Full Term	October 25	March 16	July 2

Obligation to Repay Title IV Financial Assistance
Federal grant recipients who completely withdraw from the College or are no longer attending all classes prior to completing sixty percent (60%) of the enrollment period will owe a repayment to the U.S. Department of Education. Failure to attend class will result in a reduction or repayment of financial aid.

Pell Grants
It's easy to check your Pell Grant Status!

STEP 1: Access your PELL award information.
The Financial Aid Department will nonw only use the Financial Aid Shopping sheet to notify students the amount of Title IV PELL Grant funds you are eligible for.

- Log into your student my WCC account here: **https://wcadmin.wallace.edu/accprdws/isclogin.pgm**.

- Click "Financial Information" in the left column of the page to open these options.

- Click "Financial Aid Shopping Sheet".

- In the middle of page, select 2018-2019 financial aid award year from dropdown menu, click continue, and a new tab will display your Financial Aid Shopping Sheet.

- In the second section, Grants & Scholarships to pay for college, locate FEDERAL PELL GRANT, when your PELL award is activated the total amount of eligibility for the award year will display here. If there is no dollar amount here your Pell eligibility has not been awarded and you need to review required documents below!

  - Please note the maximum amount that can be disbursed for one semester is half of the yearly award shown on the Federal Shopping Sheet. For example, if your eligibility for 2018-2019 award year is $6095.00, the maximum you could be disbursed for fall 2018 is $3,048.00.
  - How much you will be disbursed each semester depends on (1) your program of study and (2) the amount of Credit /Title IV Hours you register for. Out of degree plan courses will not calculate towards your award. Final calculation is done after drop/add and no show cancelations are finalized.
  - **Special circumstances associated with your award will be noted in the documents required section shown below (Ex: financial aid warning, probation, etc.). It's your responsibility to review this status after your award is processed each semester and to review the requirements associated with any special circumstances.

STEP 2: Determine what documents are needed for your PELL review!

- Log into your student my WCC account here: **https://wcadmin.wallace.edu/accprdws/isclogin.pgm.**

- Click "Financial Information" in the left column of the page to open these options.

- Click "Financial Aid Requirements" and then select 2018 from the "select a year" dropdown menu in the middle of the page. Your required documents will be displayed.

- Click "Show All Messages" in the top right hand corner of the table to provide full information for each requirement.

  - Below is an example for Financial Aid Requirements. Note there are section headings for: Required Document, Date Requested, Status, Status Date, & Messages.
  - You will use this section to review requirements, check the status of documents submitted, and determine special circumstance notifications for your award (Ex: Financial Aid Warning).
  - **We make every effort to review documents in a timely manner, but there could be a delay from submission, to your my WCC being updated. Contact us at finaid@wallace.edu, 1(800) 543-2426, or on either campus if you have questions about your status.

Financial Aid Requirements 2018

Required Document	Date Requested	Status	Status Date	Show All Messages
TITLE IV FORM	06/27/2018	Received	06/27/2018	Show Message
OTHER	06/27/2018	Received	06/27/2018	Hide Message
2018-2019 PELL award is on Financial Aid Warning.				

STEP 3: Locate, Review, and/or Submit Financial Aid Forms, Policy & Procedures and Special Circumstance Letters!

- Financial aid forms, policy & procedure and special circumstance letters are located here: **http://www.wallace.edu/financial_aid/financial_aid_forms_and_important_documents.aspx**
  - Make sure to note any special circumstances for your award. If there is a special circumstance associated with your PELL award there will be a document received informing you of these circumstances (Ex: Financial Aid Warning, Probation, etc.).
  - It is your responsibility to review your records and the appropriate policies, procedures and special circumstances!
  - If you have questions we are here to help!