



DUAL ENROLLMENT STEPS

Welcome to the Wallace Community College Dual Enrollment Program! We are delighted you have chosen our program to get a jump-start on your college education. Please proceed with the application process as listed below. **If you have any questions or concerns at any time throughout this process, please contact our office at 556-2423 or dualenrollment@wallace.edu**

New Students

Step 1: Student completes the online application to the College (Click "Apply Now" on WCC Website or www.wallace.edu/apply)

Step 2: Student starts the DE application located at <https://www.wallace.edu/dualenrollment>

- Student must create an account for this form. Use your official name (not nicknames) when creating your account.
 - **Use your personal email, not your school nor parent's email, as you will receive a series of emails once you begin this process.**
- Check your email regularly for updates.
- Must submit Current Photo ID

Step 3: Check Online Schedule (WCC Website when published each term)

Step 4: Register (See Registration Note Below)

Returning Students

Note: Students who sit out more than TWO consecutive semesters must begin the process again as a NEW student not returning.

Step 1: Student starts the DE application located at <https://www.wallace.edu/dualenrollment>

- Start a NEW application for the NEW school year using your GovNET login information.
- If you have forgotten your password, contact the WCC Technology Helpdesk by phone (334.556.2464) or in person.

Step 2: Check Online Schedule (WCC Website when published each term)

Step 3: Register (See Registration Note Below)

Registration Note:

- If your school requires you to register at a specific site: work with your counselor on publicized date/times.
- If at WCC site: register online through myWCC account online when registration dates open.
 - **Note:** Students will only be permitted to register for the specific approved class(es) listed on the Statement of Eligibility Form submitted during the application process. If a change must be made to these course selections, it must be initiated with the high school counselor FIRST for a revision.

DE Zoom Meeting—DOTHAN CITY VIRTUAL HIGH SCHOOL
03/07/2022

- **What is DE?** High school and college credit at the same time (1 for 1)
- **Who Can Take DE?**
 - 10th—12th graders
 - 2.5GPA or higher

Types of DE:

- **Academic and Career Technical**
 - Academic—ENG and MTH courses require ACT or Accuplacer for placement
 - Other courses such as History, PSY200, MUS101, ART100, etc. do not
 - Courses currently cost \$480 for a 3-credit hour class/ science classes currently cost \$640 because they are 4 credit hour classes
- **Career Technical**
 - Many classes to pick from---some with online class offerings (Computer Science, Child Development, and Office Administration)
 - Most do require in-class participation due to labs and/or required contact hours in the programs (Medical Assisting, Air Conditioning Drafting, Applied Engineering, Welding, etc)
 - The grant will pay for up to TWO class in the fall, TWO classes in the SPRING, and up to FOUR classes in the Summer. It will cover an ENG, MTH, or SCIENCE if taken along with the required Career Technical Program and it is a part of that specific degree/short certificate pathway.

EX: ENG101 and MAT101 (Medical Terminology) or CIS146 and ENG101
 - Currently, we have textbooks for these programs that students may borrow “ON LOAN” from their instructor for the CTE courses ONLY.
 - Students are responsible for purchasing any ACCESS codes that might be required for some programs (range from \$100—175 per code)
 - If you are a student that will be taking Medical Assisting, the grant will pay for your background check and required drug screening for this program as well.
- **STEM Scholarship Opportunities**
 - Currently available for dually enrolled students (subject to funding availability)
 - Can cover UP TO 2 STEM related courses
 - Tuition and fees
 - Students may “borrow” a textbook on loan from the DE office
 - Students may obtain an access code for a required class if needed
 - Cannot exceed two funded courses under any scholarship (CTE and/or STEM in combination in the Fall/Spring Semesters)
 - Math and some science courses have an ACT or course pre-requisite.

○ **STEM Courses include:**

- Astronomy
- Biology
- Chemistry*
- Computer Science
- Engineering (EGR)
- Math
- Physical Science
- Physics**

- *Chemistry pre-requisite requires the successful completion of MTH 112.
- **Physics pre-requisite requires the successful completion of MTH 125

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Continuous Eligibility Policy:

- Students must maintain a C or higher in DE courses. If you make a D, F, or withdraw from DE, you are suspended from our program for one semester and lose your eligibility to participate. (Summer is not included in the one semester suspension).
- NOTE: I don't tell students about the Continuous Eligibility Policy to scare you but to inform you know of the importance of keeping your grades up in our program. Remember: The classes are college level courses and these classes will reflect on your collegiate transcript in addition to your high school transcript. You must devote ample time to these classes to be successful.

How do you get started?

- Speak to your counselor to let her know that you are interested in participating in Dual Enrollment
- Discuss which program you are most interested in taking
- Follow the Steps to our NEW Online application process for dual enrollment. Ms. Little has received a handout on steps for BEGINNING STUDENTS and STEP for RETURNING STUDENTS on how to apply. It is just that easy.....
- The new process will send a series of emails to your "personal" email address letting you know where you are in the process once you have completed the application to the college. YOU MUST PROCEED WITH ALL OF THE STEPS TO BE ADMITTED TO THE DE PROGRAM. IF YOU DON'T, YOUR APPLICATION WILL NOT BE PROCESSED FOR DUAL ENROLLMENT.
- Ms. Little will upload the Statement of Eligibility form and your transcript which is your school's permission for you to take "specific" classes. The classes MUST be listed on the form so that you will be able to register for classes when registration opens up this summer (typically in July the week after the 4th of July).

Should you have additional questions and need to speak with someone (virtually):

- “Book a Reservation” appointment on our website for a specific date/time. You will join a dual enrollment advisor through a Microsoft TEAMS meeting by clicking on the confirmation link.
- OR You may also choose to call our office at 334-556-2423 or email dualenrollment@wallace.edu
- You have so many options on ways to get your questions answered... We are here to help you.