

Dual Credit Instructions

(Please follow these instructions in order to apply and register for courses)

New Students (never took Dual Credit) *Registration opens May 11*

1. Pass the TSI – if you have not done so, you need to schedule a time with Mrs. Pickett to take your test
2. Apply to Weatherford College (you can do this even if you have not passed the TSI, therefore when you do pass, everything will all be ready to go)
 - a. – Refer to **PAGE 2** on how to apply using Apply Texas
3. Follow the Checklist on **PAGE 1**
4. **PAGE 3** is an example of where you need to go to register for classes. You can also just click on Coyote Connect at the very top right side of the www.wc.edu page.
 - a. (**You will not be able to register for classes until you have applied and passed your TSI)
5. Mrs. Pickett is not able to help with technology issues through Weatherford College (forgot username/password, forgot ID #, etc...). You will need to contact the IT Department at WC. 817-598-6364

Current/Former Dual Credit Students (you did take a Dual Credit Course)

- * Registration is already open *
1. You **DO NOT** have to reapply!
 2. Follow Steps 4-7 on **PAGE 1** – the Checklist

Fall Semester Courses to Register For:

Grade	English Course	Social Studies Course	Math Course	Biology Course
Juniors	English 1301- English 3	Hist 1301 – U.S. History	Math 1314 College Algebra	Bio 1408 Biology
Seniors	English 2322 – English 4	Govt 2305 – Federal Gov.	Math 1314 College Algebra	Bio 1408 Biology

**When registering, make sure the location of course is TOLAR HS; choose only the courses you want to take



EARLY ADMISSION/DUAL CREDIT CHECKLIST

The information below applies to **dual-credit students** (high school students who enroll in a college-level course and receive simultaneous academic credit for the course from both the college and the high school) and **early enrollment students** (high school students who enroll in a college-level course and receive academic credit only from the college).

<https://www.wc.edu/early-admissions-dual-credit>

1. **APPLY TO WEATHERFORD COLLEGE.** Go to www.applytexas.org. (The student's social security number is required to process the WC application.) Create an account and then complete the entire 6-page application for two-year colleges and submit. Please select "early admission" major and complete the FERPA acknowledgement.
2. **SUBMIT A TRANSCRIPT FROM ANY OTHER COLLEGE YOU HAVE ATTENDED FOR DUAL CREDIT.** We do not need high school transcripts or Weatherford College transcripts. (Early admissions homeschool students do need to submit homeschool transcripts.)
3. **COMPLETE PLACEMENT TESTING.** (if required). All academic-transfer dual credit students must pass the ELAR portion of the TSI Assessment or its equivalent (e.g., SAT, ACT, etc.). Some courses (e.g., MATH, BIOL 1406/1407) also require a passing math score. Technical dual credit courses do not require TSI scores. Check with your counselor regarding college readiness eligibility.
4. **ENROLL IN CLASSES WITH WEATHERFORD COLLEGE.** Your high school counselor completes your high school schedule; it is your responsibility to register with Weatherford College. You can enroll, pay, and check your records in your Coyote Connect student portal: <https://wc-ss.colleague.elluciancloud.com/Student>.
 - Your login information was emailed to you after you completed your Apply Texas Application. Please contact Tech Services (817-598-6364) or the dual credit office (817-598-8818) if you have any trouble with your login.
5. **MAKE PAYMENTS OR SET UP PAYMENT PLANS.** These can be arranged online through your Coyote Connect student portal (<https://wc-ss.colleague.elluciancloud.com/Student>) by clicking the Student Finance tab. Payments in full can also be made at your local WC Educational Center (cash, check, credit card) or by calling the WC Business office (credit/debit card only) at 817-598-6265.
 - DUAL CREDIT ONLY: If you would like to be considered for a need-based Dual Enrollment Grant (DEG), please fill out the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA). Eligible students may be awarded up to 6 hours of in-district tuition each fall and spring semester to cover tuition costs for dual credit classes. The grant does not cover lab fees or textbooks.
6. **PURCHASE OR RENT TEXTBOOKS.** (required for all WC courses). Textbooks can be purchased or rented at the WC Bookstore (Weatherford Campus – 817-598-6286 or Wise County Campus – 940-626-3259) in person, by phone, or online at www.weatherfordbooks.com.
7. **REQUEST ACCOMMODATIONS.** Students who would like to request accommodations under the ADA (Americans with Disabilities Act) should contact the WC Disabilities and Accommodations office: Dawn Kahlden, accommodations@wc.edu or 817-598-6350.

Early enrollment students must maintain a minimum grade of a "C" or higher in each course in order to maintain Satisfactory Academic Progress (SAP) and /or to remain currently enrolled. Not maintaining SAP may impact financial aid eligibility after high school graduation.



Apply Texas Instructions for Dual-Credit Students

www.applytexas.org

1. Create an account. Click "Get Started."

"My Profile" Tab

2. Complete required fields (Grade Level is high school grade level when taking college classes). **You must complete all 15 steps listed below.**

Apply Texas Username: Apply Texas Password:
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"My Applications" Tab

3. Start a New Blank Application.
4. Create a new 2-year-college admissions application.
5. Select Weatherford College-Weatherford.
6. **IMPORTANT:** Select **YES** (you are completing this application to apply for dual credit or concurrent enrollment at this institution while still in high school).
7. Select the semester.
8. Select AA-Early Admissions. Do NOT select a second choice major. Upon selecting Early Admissions major, you will be prompted to select an "area of interest"; please select an area from one of the choices listed. For Academic courses, select **ACADEMIC TRANSFER**. If planning to enroll in only Technical/Workforce courses, please choose the appropriate subject (ex. **AUTOMOTIVE, WELDING**).
*Courses obtained in technical dual credit may not transfer to a university toward a four-year degree.
9. **Biographical Information:** Complete and verify application questions.
IMPORTANT: If you do not provide your (the student's) social security number, your application WILL NOT be processed.
10. **Educational Background:** Find your high school and enter graduation date; leave college blank.
11. **Educational Information:** Admission Basis (applicable choice) and Reason Attending (Choose either Earn Associates Degree or Earn Credits for Transfer.)
12. **Residency Information:** Residency of a student is determined by parent or legal guardian residence; answer residency questions accordingly.
13. **Extracurricular and Volunteer Activities:** optional questions
14. **Custom Questions for this Institution:** Answer these questions, save and acknowledge.
IMPORTANT: This information is **required**.
 - W9s Form: Complete Request for Student's Taxpayer Identification Number
 - FERPA Release questions: Choose which records you wish to make available; save.
 - Enter names of individuals granted access to information (parents, legal guardians, etc.).
15. **Certification of Information:** Verify enter password, save and proceed, **Submit Now**.

Application ID:

WELCOME WC COMMUNITY

(Example of MyWC Page)

Future and Returning Students

Future & Returning (Have not attended WC in one long semester) students must complete a Weatherford College Application before gaining access to the myWC portal account. Please see the **Future Students** tab for more information.

Password Management

[Forgot/Change My Password](#)

Steps to Reset Password**Identity Verification Form**

[Identity Verification Form.pdf](#) (.pdf, 161K)

Steps to reset your password:

1. To reset your password use the [Password Management Option](#).
2. If you cannot remember your security questions, visit the Technology Help Desk or Student Services with a valid photo ID to have your password reset.
3. If you cannot remember your security questions and cannot make it to the Campus, fill out the Identity Verification Form and fax it to the number provided on the form with one of the proofs of identification listed within the form. Once the form is received and your identity has been confirmed, your password will be set back to the default password (MMDDYYYY). **The Identity Verification Form should only be used if steps 1 and 2 have been tried.**

**** Dual Credit Instructors must** contact Technology Services 817-598-6364 during campus hours to get your password updated every time your password expire.

Weatherford College Current Students**Regular Students Login to MyWC:**

Username: First part of your email (Ex. jsmith.1234)
Password: Your birthday (01301991) (MMDDYYYY)

***If you have changed your Password within the Student email system, you will use your new Password.**

If you are a Workstudy, Tutor or Employee who is a Student:

Login with your WC Employee issued @wc.edu email credentials
User Name: First part of your email @wc.edu (Ex. jsmith)
Password: Password assigned or changed by you

The username and password is how students access their student e-mail, online classrooms, and log into computers on campus. Students are notified of their username and student ID number after they apply to the College via email.

If you have forgotten your password, please use the [Forgot/Changed My Password](#) option.

Faculty Webpages

[Faculty Webpages](#)

WC Faculty and Staff

Faculty & Staff can access myWC by using their computer login information. Please contact the Technology Service Desk at technologyservicesdesk@wc.edu if you need assistance

Employee and Student Discounts**CampusConnect****To Register for Classes**

Click the link below to register for upcoming courses, review your student financial account (including checking federal financial aid and viewing/paying your account balance), view any holds that may be on your student account, print a copy of your class schedule, and view your unofficial Weatherford College transcript.

[CampusConnect](#) [Coyote Connect](#)
*** Look for Tolar HS location ***

[Click here for a video tutorial on how to register for courses.](#)

Weatherford College Save Act**Weatherford College Save Act - Title IX Training Course**

To comply with the Federal Title IX Act, Weatherford College is providing the following student training "Weatherford College Save Act" to inform students of their rights under this law. Compliance is necessary, and this training has been added to the student enrollment blocks for future semesters to ensure everyone has received the information. [To continue to the training page, please click here.](#)

Office 365 Download

This academic offer is for eligible students who are currently enrolled at Weatherford College. Verification of eligibility is required prior to download.

[Click here to begin your Office 365 download](#)

Faculty and staff should log into their Office365 account.

[Click here to log into Office 365](#)

Local Weather**CAMPUS CLOSINGS**

In cases of inclement weather, please check the [WC website](#), local news channels and [WC social media](#) for notification of campus closings. Also, make sure you are signed up for [CampusCast](#). This alert system will notify you by phone call and/or text message of campus closings. All students receive an email at the start of each semester with login information for [CampusCast](#).

Weatherford, TX

Updated 3:31 PM CDT Wed Aug 14 2019

Thursday Friday Saturday



Sunny

Hi: 99F
Lo: 75F



Sunny

Hi: 99F
Lo: 75F



Mostly
Sunny

Hi: 99F
Lo: 79F

[Click for details](#)

[WeatherForYou.com](#)

Schedules, Catalogs, and Campus Map**Schedules, Catalogs, and Campus Map**

[Schedules and Course Catalogs](#)
[Campus Map](#)

National Student Clearinghouse