Welcome to Walters State Community College!

And congratulations on the start of your college career.

You will experience a variety of differences in the college setting compared to your high school experience. Below are comparisons important to students with disabilities.

In high school

- Education is an entitlement.
- Accommodations are governed by
- IDEA is focused on success.
- Students needing services are identified by the school. The school can and most often initiates the process of eligibility and service provision.
- School systems provide evaluations for determining eligibility at no cost to the student.
- Accommodations are outlined in an Individualized Education Plan (IEP) or Section 504 Plan.
- Teachers take responsibility for implementing the Individualized Education Plan (IEP).
- High schools can modify academic requirements such as required curriculum and grading.
- Parents have access to student records and often participate in the accommodation process.

In college

- Education is a choice.
- ADA is focused on access. Success is not guaranteed.
- Students must request accommodations
  - through the office of Disability Services.
- The student must initiate the process of obtaining accommodations.
- Documenting disability is up to the student and is at their own expense. Walters State does not provide evaluations.
- At Walters State, accommodations are outlined in an Education Support Plan (ESP).
- Students are responsible for seeing that an Educational Support Plan (ESP) is implemented.
- Colleges are not required to alter any essential course requirements or adjust assignment deadlines.
- Parents do not have access to student records. Disabilities Services staff do not communicate with parents about the student without the student present.

“These college courses helped me be accepted at Purdue. I did spend a day at Purdue and met with a counselor who went over my transcript. All of my credits from Walters State transferred. This is a good transition for anyone. I enjoyed both the freedom and the challenge of dual enrollment.”

Trevor Gentry
# Table of Contents

Welcome to Walters State Community College! ........................................ 1

Welcome to Walters State Community College
Dual Enrollment Program! ................................................................. 2
  Advantages of Dual Enrollment .................................................. 2
  Requirements to be a Walters State Dual Enrollment Student .......... 3
  Courses Available to Dual Enrollment Students .......................... 3
  Who Teaches Dual Enrollment .................................................... 3
  Where Will My College Credits Transfer ................................... 3
  Walters State Transcripts .......................................................... 3

How to Run your Degree Evaluation .............................................. 4

Steps to Enroll in Dual Enrollment ............................................... 5
  Application Process
    Step 1: Apply ........................................................................ 5
  Application Process
    Step 2: View Videos ................................................................ 5
  Application Process
    Step 3: Complete Hepatitis B Form ........................................ 5
  Registration Process .................................................................. 5

Dual Enrollment Grant: Frequently Asked Questions ...................... 6

Apply for the TSAC Dual Enrollment Grant ................................... 8
  Create a TSAC Account ............................................................ 8
  Sign in to TSAC Account .......................................................... 8

Dual Enrollment Tuition/Fees ......................................................... 9
  Complete Fee Waiver Discount Form Must be Submitted Each Semester ......................................................... 9
  Can I Withdraw from a Course? .................................................... 9

Locating Course Offerings .......................................................... 10
  Search for Classes Online ........................................................ 10

Locating Your Textbooks ............................................................. 10
  MyWS ................................................................................. 10
  Dynamic Class Schedule .......................................................... 10
  Online Bookstore ...................................................................... 10
  Walters State Bookstore ............................................................ 10
  Academic Calendar .................................................................... 11
  Senators Emergency Text .......................................................... 11
  Student Support Services ......................................................... 11

Activate Your Walters State Account and Access eLEARN .............. 12
  How to Activate your Walters State Account .................................. 12
  How to Access eLEARN ............................................................ 12

Dual Enrollment Attendance Regulations ...................................... 13

Faculty Information ..................................................................... 14
  Communication ....................................................................... 14
  Classroom Management ............................................................ 14

Student Information ..................................................................... 15
  Classroom Procedure ............................................................... 15
  Course Success ........................................................................ 15
  Communication ....................................................................... 15

Financial Responsibility Statement ............................................. 16
  Payment of Fees/Promise to Pay ................................................ 16
  Delinquent Account/Collection .................................................. 16
  Communication ....................................................................... 17
  Billing Errors .......................................................................... 17
  Returned Payments/Failed Payment Agreements ......................... 17
  Financial Aid .......................................................................... 17
  IRS Form ............................................................................... 17
  Entire Agreement .................................................................... 17

Calculating Fees .......................................................................... 18
  Information for Parents ............................................................. 18

Help Desk Information .................................................................. 19

Login Information ........................................................................ 20
  Walters State Account ............................................................. 20
  Tennessee Student AssistanceCorporation (TSAC) ......................... 20
  Dual Enrollment Grant (DEG) ..................................................... 20

Contact
  Dual Enrollment ..................................................................... 21

Walters State Promise Scholarships .............................................. 22
Welcome to Walters State Community College Dual Enrollment Program!

Walters State Community College’s Dual Enrollment Program is a state-approved, cooperative community venture provided by Walters State Community College. Dual Enrollment offers qualified high school students the opportunity to receive college credit at a relatively low cost while they complete their secondary education. It is designed to supplement and enrich students’ high school experiences by providing access to collegiate education without interrupting their normal high school activities. The program has been successfully implemented in all high schools within the Walters State service area. Earned credits transfer to two-year and four-year accredited institutions from Walters State according to the discretion of the receiving institution.

Advantages of Dual Enrollment

- Students jump start their college experience and accelerate their college education.
- Students can earn transferable college credit(s).
- Students are intellectually and academically challenged through rigorous courses of study.
- Students have access to collegiate education without interrupting normal high school activities.
- Students earning 12 credit hours or more can be eligible for a high school diploma of distinction at their respective high school and a Walters State Promise Scholarship.

For Walters State Assistance, please contact your local campus:
ws.edu/academics/distance-ed/dual-enrollment/

<table>
<thead>
<tr>
<th>MORRISTOWN CAMPUS</th>
<th>GRENEVILLE/GREENE COUNTY CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kayla Huber</td>
<td>Cindy Gilland</td>
</tr>
<tr>
<td>423.585.2687</td>
<td>423.798.7958</td>
</tr>
<tr>
<td>Brian O’Dell</td>
<td>Mark Wills</td>
</tr>
<tr>
<td>423.585.6989</td>
<td>423.798.7970</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLAIBORNE COUNTY CAMPUS</th>
<th>SEVIER COUNTY CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marlin Curnutt</td>
<td>Jama Spicer-Sutton</td>
</tr>
<tr>
<td>423.851.4760</td>
<td>865.774.5820</td>
</tr>
<tr>
<td>Kim Bolton</td>
<td>Deidre Kyle</td>
</tr>
<tr>
<td>423.851.4773</td>
<td>865.774.5820</td>
</tr>
</tbody>
</table>
Requirements to be a Walters State Dual Enrollment Student

- Available only to junior and senior students from state approved high schools or home school agencies that have distinguished themselves by high academic achievement.

- Students must have a high school GPA of 3.0+ (letter grade of "B" - a numerical average of "88") OR an ACT composite of 21. (Both are required for home school students).

- Students enrolling in college level composition, mathematics, or certain course(s) must have appropriate placement levels as determined by the Office of Enrollment Services.

  - Example: To register for ENGL 1010, student must meet or exceed both English sub score of 18 and Reading sub score of 19 on tests such as the ACT / ASPIRE. For more information, please view course descriptions for WSCC.

  - Student must complete English 1010 (Comp I) with a passing grade or present valid Advanced Placement (AP) scores to WSCC in order to proceed to English 1020 (Comp II).

Courses Available to Dual Enrollment Students

Dual Enrollment students may take any class for which they meet the prerequisites and/or eligibility requirements in any method of instruction (high school campus, any Walters State campus, or online). For a complete list of available general education courses, please click here to visit the catalog.

- Textbook/supplies and/or access codes are in addition to tuition/fees amount and vary depending on the course(s) being taken

- Grades are assigned using the WSCC grading scale per course syllabus. Final grades (A, B, C, D, F, or W) are distributed to the high school Counseling Office.

- Students must maintain a cumulative 2.75 college GPA to continue eligibility with the Dual Enrollment Grant each semester.

Who Teaches Dual Enrollment

Dual enrollment courses are taught by instructors who meet SACSCOC credentialing and are either a full-time Walters State faculty member, an adjunct instructor, or a high school teacher who meets criteria to teach as an adjunct instructor.

Where Will My College Credits Transfer

Students are encouraged to view the Course Equivalency Tables located on the Walters State website at http://www.ws.edu/academics/transfer/equivalency-tables/ for a listing of guides detailing which courses will transfer to specific institutions. Please note that equivalencies are subject to change as course content and offerings are revised at senior institutions. Your course evaluations are based on the equivalencies in effect when your official transcript is evaluated. (For new students, this occurs after you are admitted to a specific institution. For returning students, your transcripts are evaluated upon receipt). Please review your institution of choice for a complete Transfer Credit Policy in the Undergraduate Catalog for further information.

Walters State Transcripts

Graduating seniors planning to attend another institution other than Walters State must complete and submit a transcript request form to the Walters State Student Records Office online to Request Transcripts (or ws.edu/student-services_app/Transcripts) or at any Walters State campus location.

Advising materials state that as a college course, the dual enrollment course becomes part of the student's permanent college transcript, which must be provided by the student to any college to which he/she applies.
How to Run your Degree Evaluation

- Login to MyWS
- Select Student
- Select Student Records
- Select Degree Evaluation
- **Press Submit**
- Select “What if Analysis” at the bottom of the page
- Select the term you want evaluated from the drop-down menu
- **Press Continue**
- Select the new program from the drop-down menu.
  *Leave the campus field blank.*
- Select the major in the drop-down menu.
- **Press Submit**
- Select the evaluation term from the drop-down menu.
- **Press “Generate Request”**
  *The new evaluation should appear.*

Your evaluation is specific to you in your chosen program of study. At the top of the page, it shows:

- Your overall progress
- The number of overall credits required for your program of study
- The number of credits you have taken
- Your overall GPA

It also shows if you have met the non-course requirements, such as:

- The Exit Exam
- Graduation Exit Forms

The next sections in the evaluation display:

- Your progress in meeting the general requirements toward your degree.
  *The “Yes” or “No” in the left hand column indicates whether the general requirements in a specific category have been met (i.e. Humanities, Natural Science, etc.).*
- Your progress in your specific area of emphasis.
- A list of non-program electives.
  *This section may be blank if all your credits count toward your degree.*
    - If you have previously achieved a certificate or other degree, courses may appear in this section.
- The last section shows courses not used.
  *This section shows courses not applicable to your chosen degree*
    - Remedial/development courses
    - Courses you withdrew from
    - Failed courses
    - Courses currently being repeated

If you have questions regarding your degree evaluation, please contact your academic advisor.

---

**Student and Advisee ID Selection**

You may enter:
1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: 

OR

**Student and Advisee Query**

Last Name: 
First Name: 

Search Type:  
- Students
- Advisees
- Both

Submit  Reset
Steps to Enroll in Dual Enrollment

- Follow the Application Process Steps 1-3
  Complete and submit an online Walters State Application (first year students)
- Follow the Registration Process
  Complete and submit all required registration documents with all signatures and dates
- Apply for the TSAC Dual Enrollment Grant each academic year
- Check fee balance on MyWS account
  my.ws.edu/
  Select Pay Tuition prior to deadline to pay remaining balance

Application Process
Step 1: Apply

First semester Dual Enrollment students who have never attended Walters State Community College previously or students who have skipped a semester must complete the online WSCC Dual Enrollment Application.
ws.edu/admissions/apply/

Under the High School Student (Dual Enrollment of Advanced Studies) section, select:

- Submit an Application Online
- Create a Login ID/PIN
- Select Application Type: Dual Enrollment
- Click Continue and complete your Walters State Dual Enrollment Application

NOTES:

- Your application information is case sensitive — (example: John Smith rather than JOHN SMITH or john smith). Write down your Login ID and PIN for later use, if needed.
- You must complete all information requested prior to submitting your application.
- Remember, you must use your correct social security number (SSN) when completing your application, as this number must match what is listed on your Dual Enrollment Grant (DEG) application. Failure to use the correct SSN may result in a delay of your DEG funds posting to your WS account balance.
- Applications submitted between 12 a.m. and 11:59 p.m. online will be processed the next business day.
- All students 18 years of age or older are required to provide proof of residency in order to receive the In-State tuition rate. Student should provide a valid, unexpired driver’s license, or state ID card with signature with registration documents.

Application Process
Step 2: View Videos

First semester Dual Enrollment students must view the two Getting Started with Dual Enrollment Orientation Videos: “Student Accounts” and “What to Expect Next” located at the bottom of the dual enrollment page:
ws.edu/academics/distance-ed/dual-enrollment/

Application Process
Step 3: Complete Hepatitis B Form

First semester Dual Enrollment students must complete the enclosed Hepatitis B Form. The form does not have to be signed by a doctor but must be signed by a parent or guardian for students under 18 years of age.
ws.edu/admissions/apply/

Registration Process

ALL students must complete in full the WSCC Dual Enrollment Program Enrollment Permission form. This form must be completed each semester:
ws.edu/academics/distance-ed/dual-enrollment/

- Each semester you plan to take Dual Enrollment course(s) submit this form to your high school counselor and obtain counselor signature.
- Submit a copy of your high school transcript with ACT/ASPIRE scores. ASPIRE scores will not be accepted once ACT scores are received and posted.

A Dual Enrollment Campus Representative will collect completed forms from your high school and begin the registration process.
Dual Enrollment Grant: Frequently Asked Questions

ALL students must complete the TSAC Dual Enrollment Grant application online every semester the student enrolls in dual enrollment course(s): [tn.gov/content/tn/collegepays/tsac-student-portal.html](http://tn.gov/content/tn/collegepays/tsac-student-portal.html)

*Students must be classified as a high school junior or senior and must be a Tennessee resident for at least one year prior to qualify for the Dual Enrollment Grant.*

What is the Dual Enrollment Grant?

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma.

What is the eligibility requirements a student must meet in order to receive grant funds?

To be eligible for the Dual Enrollment Grant program, a student enrolled in an eligible high school must be admitted to and enrolled in an eligible postsecondary institution. Institutional admission requirements will govern the initial grant eligibility of dual enrollment students. A student must be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, as promulgated by the Tennessee Board of Regents, for one year as of the application deadline of the semester of enrollment in an eligible postsecondary institution.

I have never taken a dual enrollment grant course, how much grant money will I be eligible to receive if I take my first dual enrollment course?

If you take your first dual enrollment grant course and have been a Tennessee resident for the last twelve months you will be eligible to receive funding in the amount of up to $500 per one three credit hour course.

I have never taken a dual enrollment course, how much grant money will I be eligible to receive if I take two dual enrollment courses?

If you take two dual enrollment courses and meet the Tennessee residency requirement as stated in question #2, you will be eligible to receive funding in the amount of up to $1000 per two three-credit hour courses. However, you must have a minimum 3.0 high school GPA or a minimum 21 ACT (980 SAT) Composite to receive funding for the second course.

I want to take three or more courses in the same semester, am I eligible for additional grant assistance?

No. Students may receive funding for up to two courses per semester provided they have met the minimum GPA or ACT/SAT requirements to qualify for the HOPE Scholarship.

Students who have not met the minimum HOPE Scholarship requirements (GPA or ACT/SAT) are eligible to receive funding for one course per semester provided continuing eligibility is maintained.

How do I maintain dual enrollment grant eligibility semester to semester?

Students must maintain a minimum 2.75 cumulative college GPA for continued grant eligibility. Once a student becomes ineligible by falling below the 2.75 cumulative college GPA, the student cannot regain eligibility for the dual enrollment grant.
Once I have exhausted my initial $1,200 of grant funds, are additional funds available?

Yes, as long as you maintain a minimum 2.75 cumulative college GPA and have exceeded the maximum allowable dual enrollment grant funds ($1,200). At that point, you may draw funds from the HOPE scholarship on a dollar for dollar basis when you receive funding for your fifth through eighth dual enrollment courses. The funds will be deducted from your HOPE Scholarship in your freshman year of attendance until the funds are repaid. I have previously received dual enrollment grant funds and want to take a four credit hour course, how much grant money would I be eligible to receive?

Provided you meet all requirements to participate in the dual enrollment grant, you will be eligible to receive funding of up to $100 per credit hour. For a four hour course, you may receive up to $400 in dual enrollment grant funds.

What is the maximum amount of grant money that I would be eligible for each academic year?

Students may receive up to $1,200 each academic year provided the student has met the HOPE Scholarship eligibility requirements to do so.

The award amounts at eligible two-year institutions are as follows:

a. Up to $500 .................................Course #1 
b. Up to $500 .................................Course #2 
c. Up to $200 .................................Course #3 
d. No award .................................Course #4 
e. Up to $100 per credit hour ...............Course #5 
f. Up to $100 per credit hour ...............Course #6 
g. Up to $100 per credit hour ...............Course #7 
h. Up to $100 per credit hour ...............Course #8 

Is there a deadline to complete the online application?

Yes, students must complete the online Dual Enrollment Grant application located on TSAC’s College Pays website by the following dates:

- September 15  
  *Fall Semester*
- February 1  
  *Spring Semester*
- May 15  
  *Summer Semester*

For additional information, please visit TSAC College Pays:

<tn.gov/content/tn/collegepays/tsac-student-portal.html>
Apply for the TSAC Dual Enrollment Grant

- Visit TSAC College Pays
tn.gov/content/tn/collegepays/tsac-student-portal.html
- Select Online Application at top of page under header

*You must know your CORRECT Social Security Number before beginning the TSAC Dual Enrollment Grant application. Your SSN must match both WSCC and TSAC to avoid delays in processing your grant.

Create a TSAC Account

- Click to Register near bottom of page
- Follow the instructions in red lettering carefully.
- For future reference, please write your user name, password, and security answers below in the spaces provided.
  - User Name: ____________________
    example: firstnamelastname1234 all lowercase and no spaces
  - Password: ____________________
  - Choose 3 different security questions and answer ALL the same
    example: high school attending
  - Answer 1 ____________________
  - Answer 2 ____________________
  - Answer 3 ____________________
  - Select a personal image
  - Click Submit

Please keep this information in a secure location as you will need this for applying for future grants and scholarships.

Sign in to TSAC Account

Using your credentials you created click on the “Apply for Scholarships” tab at the top left of the page.

a. Apply for all available dual enrollment grants for each Academic Year in which you plan to take dual enrollment classes.
   Ex: Dual Enrollment Grant Application for the current academic year (ex: 2017-2018).

b. Read statement and Click Agree

c. Complete the Student Information Section.
   - You will need both your student email address and a parent's email address to initially complete this section.
   - Use the appropriate format for phone numbers and dates.
   - If you were born in Tennessee, your date of residence is your birthdate.
   - If not born in Tennessee, your date of residence is the date you moved to Tennessee

d. Under the Additional Student Information section, please mark the appropriate choice with either “yes” or “no”.
   - If you answer “yes” to either of items 1-3, you will be automatically ineligible.
   - If you answer “no” to item 4, you will be automatically ineligible.

   See below list of items to be answered.

   - Default on a Federal Education Loan or TN Education Loan
   - Owe a Refund on a Federal Education Loan or TN Education Loan
   - Are You Currently Incarcerated
   - Has complied with Federal Drug Free Rules and Laws

   e. Complete the High School Information with the high school you currently attend and select Walters State Community College as your college of choice. This does not mean where you are going to college after high school.
   - High School Information Section
   - College/University Information Section

   f. Make certain all information is CORRECT before you click Continue at bottom of page.
   Read Additional Course Acknowledgement and check the box to the bottom left. You must check this box before continuing to submit your application. Once submitted, you will see a notice that your application was received.

   g. Once you have applied for the grant, click “Financial Verification.” Your grant for Walters State should be listed as “pending”.


Dual Enrollment Tuition/Fees

Confirm enrollment by paying ALL tuition/fees or successfully enrolling in a deferred payment plan by the appropriate date. Students are responsible for knowing the fee payment due dates.

In an effort to “go green” WSCC no longer provides paper tuition/fee statements. Students may access their account balance at MyWS and select the “Pay Tuition” link or monitor their Senators Mail account for electronic notices and check status of students Dual Enrollment Grant. Payment of all fees or successful enrollment in a deferred payment plan confirms your enrollment, your class schedule, and your seat in the courses registered.

In Person on Any Campus
Pay in full with cash, check, money order, or your personal debit/credit card (ID verified). Visa, MasterCard, and Discover accepted.

- Visit any campus Cashier’s Office
  Monday - Friday, 8 a.m. - 4 p.m.

Online
Pay in full with credit/debit card or electronic check. Visa, MasterCard, and Discover accepted.

- Login to MyWS
- Select Pay Tuition Icon

Scheduled payments are not an authorized payment method by Walters State. The student account balance must be paid in full by the fee payment deadline.

Quick Pay Deferred Payment Plan
Enroll in a Quick Pay deferred payment plan which automatically deducts payment from your bank account or charges your credit / debit card (Visa, MasterCard, and Discover accepted)

- Login to MyWS
- Select STUDENT
- Select STUDENT ACCOUNT
- Select QuickPay (Deferred Payment Plan)

There is a $25.00 enrollment fee. Requires an account balance of $100.00 or greater. Read all information carefully before agreeing to the payment options. WSCC is not responsible for overdraft charges.

Complete Fee Waiver Discount Form Must be Submitted Each Semester

If you are eligible for a fee discount as a dependent of a certified public school teacher, state employee, TN Board of Regents, UT system, submit fee waiver/discount form with all authorization signatures.

Forms must be dated and accepted on or after
- July 11 (FALL),
- Nov. 11 (SPRING),
- April 11 (SUMMER).

Link to the Public Higher Education Fee Discount form can be found at ws.edu/student-services/cashiers-office/fee-waiver-discount/

Can I Withdraw from a Course?
Yes. A student requesting to withdraw from a course(s) after college classes begin must provide the following information to the appropriate Walters State Dual Enrollment Representative previously listed:

- Written request from student including:
  - WS ID
  - Course Name
  - CRN
  - Explanation for Request (for example: medical reason, etc.) with supporting documentation (accident report, doctor statement, etc.)
- Approval and confirmation from high school counselor sent to the appropriate Walters State Dual Enrollment Representative previously listed in this handbook.
- Students must be mindful of the drop deadlines listed in the respective Timetable of Classes under REFUND INFORMATION. Timetable of Classes can be found here: ws.edu/admissions/registration/
Locating Course Offerings

Students are encouraged to submit their dual enrollment admissions and registration documents to their Walter State Dual Enrollment representative as soon as possible. Registering early allows for more flexibility when building a schedule as more course offering and times are available.

Search for Classes Online
*A step by step guide to searching online for classes*

- Login to MyWS
  *my.ws.edu/
- Select the Register Icon
- On the main registration page, click “LOOK UP CLASSES”
- Select the appropriate term and click “SUBMIT”
- You can select the appropriate subject and click “CLASS SEARCH” and all sections of the course you selected will appear.

Locating Your Textbooks

There are various ways to find out which books/materials are required or recommended or a class. Options are detailed on the Student Services webpage at *ws.edu/student-services/bookstore/*

MyWS

- Login to MyWS
  *my.ws.edu/
- Select Register
- Select Textbook Information
- Select Go To Bookstore Website

Dynamic Class Schedule

- Login to MyWS
  *my.ws.edu/
- Select Register
- Select Look Up Classes
- Choose Term from drop down box
- Select Submit
- Enter Class Information
- Select Class Search
- Select Textbook Information

Online Bookstore

*ws.edu/student-services/bookstore/*

*Costs for textbook(s), supplies, and/or access codes are in addition to tuition/fee amount and vary depending on the course(s) being taken.*
Academic Calendar

Current Academic Calendar may be accessed by visiting: ws.edu/calendar/

Senators Emergency Text

To receive SMS text messages for college closings and schedule changes related to inclement weather as well as for college-related emergencies, register for the Senators Emergency Text (SET) System.

Instructions for SET registration

- Visit the SET page ws.edu/set/
- Click the link to “Visit Registration Site”
- Click “Sign Up Now” to create a new account.
- Enter the requested information on the new account page.
- You will receive a confirmation email
- Be sure to complete this confirmation step within 24 hours by entering the confirmation number and your password.
- IMPORTANT STEP: On the “Contact Info” tab of the messaging system web page, select “Add More.”
- On the “Add Contact Information” page, the following contact types will be displayed:
  - Phone Call
  - Phone Call and SMS Text
  - SMS Text
  - Email
- Select only the SMS Text option and click next.
- Enter your phone number and click next step
- Call the phone number provided and enter the activation code.
- Save your settings.

Important Notice: After your initial registration, you must select the SMS option and enter your phone number. The college will only send notifications via the SMS Text option for the SET system.

Student Support Services

Room U130
Student Services Building
WSCC Morristown Campus
423.585.6893
fax: 423.318.2344

The department of Disability Services is a support service that includes advisement, counseling and special assistance in all school related matters. The department offers a wide variety of services. The office utilizes resources of both campus and community agencies to meet the needs of disabled students and support them in meeting their educational goals.

Additional services provided to individuals with a disability include:

- Counseling
- Support Services

For additional information, please contact:

Helen Cox
Information Processing Specialist
423.585.6893

Amy Jackson
Coordinator of Disability Services
423.585.6860
Activate Your Walters State Account and Access eLEARN

How to Activate your Walters State Account

NOTE: Student Must Wait Approximately 2 Business Days After Submitting Walters State Application to complete this step!

1. Visit MyWS
   my.ws.edu/
2. Click on “Activate your account now” link in the blue “Secure Access Login” area
3. Click on “Look up my WS ID.”
   • Enter your First Name, Last Name, Date of Birth (mm/dd/yyyy), and the last four digits of your Social Security Number
     • Click on the “Lookup My Information” button. This screen will display your account information and how this information will be used to login. You may want to print this page for your records or copy the information on a sheet of paper.
   • Click on “Activate Account” at the top, left of that page.
4. Enter your WS ID, First Name, Last Name, and Date of Birth (mm/dd/yyyy). Scroll down the page and enter a password of your choosing at “New Password” and repeat the same password in “Confirm Password.” (Your password must contain at least 8 characters.) Write your password down on the same sheet of paper and retain for future use.
5. Click “Activate My Account” at the bottom of the page.

If you have activated your account successfully, you will see a new page with a message indicating that your account has been successfully activated.

Your WS ID and password will be used to login to Walters State computers, eLEARN, your Senators Mail account, and Wi-Fi on Walters State campuses.

How to Access eLEARN

1. Follow steps 1-5 to activate your Walters State Account before attempting to access eLEARN.
2. Visit MyWS
   my.ws.edu/
3. Enter your User Name and Password in the Secure Access Login area and click “LOGIN.”
4. Click on the eLEARN logo*
   *you might be prompted to enter your password again for verification
5. You are now at the eLEARN My Home area.

If you are unsuccessful in accessing eLEARN, please call the WSCC IET Help Desk.

WSCC has a very helpful Help Desk website that you may visit for many of your frequently asked questions, for a video explaining how to activate your account (described above), and for other WSCC technology.

Help Desk
423.318.2742
helpdesk.ws.edu/
open while spring and fall classes are in session
• Monday - Thursday: 8 a.m. until 9 p.m.
• Friday: 8 a.m. until 4:30 p.m.

eLEARN Walk-through

For directions on how to use eLEARN, please select the “Guides” link at the top middle of the page. Select from the following dropdown menu:

• “Student Guide to eLEARN”
• “eLEARN for Students – Video Series.”

On the right side of the page you will see “My Courses”. Underneath that, you should see “specific term.”

• When you see “specific term,” you can click on those words to expand the list of courses you are enrolled in for this term/semester.
• You should now see a list of all courses you are enrolled in for the respective term.
  You will not see these courses until after the first day of classes each semester unless you are in a class where the instructor has opened the class for you early.
• Click on the name of the course to enter the class. Begin by reading the information at the Course Home page of the course you have entered.
• Welcome to class!

Please note that students will not be able to login to eLEARN until the first day of class each semester.
Dual Enrollment Attendance Regulations

Attendance at classes and other official appointments is required. A student’s schedule is considered an agreement and constitutes a series of obligated appointments. Attendance is also mandatory for those students who are eligible for the Dual Enrollment Grant. Those who are marked as “Never Attending” at the start of the semester are subject to the removal of those funds as aid.

Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences should be provided to the respective instructor. Students must inform instructors in advance of planned absences.

Dual Enrollment (DE) Students who may miss class due to an event hosted at their high school (i.e., sporting event, presentations, etc.) must notify their professor ahead of time and follow those specific instructions that are documented in their respective course syllabus. Students will also be required to present documentation of these events from their high school principal, counselor, or other school administration.

Students should login to eLEARN regularly to remain up-to-date with all course content and communication with their instructor(s). Students who attend dedicated courses held at high schools might have additional assignments posted by their instructors in the event of a weather-related school closing.

Concerning weather-related closings, if a DE student attends courses on a Walters State campus, the student is expected to follow the policies set by Walters State, as stated in the Student Handbook. Additionally, those students who attend evening courses on off-campus sites will also follow this policy. However, if a student attends a course held at the respective high school during regular school hours, that student will follow the closing schedule announced by the high school.

Those high school students enrolled in web-based courses will follow the Walters State college calendar concerning all important dates and closings.

Changes in or cancellation of classes will also be announced on the following stations:

**Morristown**
- WCRK AM 1150
- WMTN AM 1300
- WJDT FM 106.5
- WBGQ FM 100.7

**Newport**
- WLK AM 1270
- WNPC AM 1060

**Knoxville**
- WIVK FM 107.7
- WXNO FM 100.3
- WATE-TV (ABC)
- WBI-TV (NBC)
- WVLT-TV (CBS)
- WLMU FM 91.3
- WJHL-TV (CBS)
- WOIK FM 98.8

**Harrogate**
- WLMU FM 91.3
- WCXZ AM 740

**Greeneville**
- WGRV AM 1340
- WIKQ FM 103.1
- WSMG AM 1450

**Rogersville**
- WRGS FM 94.5
- WEYE FM 104.3

**Sevierville**
- WSEV FM 105.5

**Tazewell**
- WNTT AM 1250
- WJHL-TV (CBS)

**Tri-Cities**
- WKPT-TV (ABC)
- WTVFMF 98.5
- WJHL-TV (CBS)

The most accurate source for all information pertaining to weather-related closings and other schedule changes will be the Walters State website. [ws.edu/about/weather/](http://ws.edu/about/weather/)

Students are also encouraged to enroll in the Senators Emergency Text (SET) System to receive SMS text messages for college closings, schedule changes, and other college-related emergencies.

**IMPORTANT:** Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. Following these procedures may prevent students from receiving an undeserved “F” on their transcript.

Students who wish to withdraw or be removed from a course at any time prior to or during the semester must notify the WS Division of Distance Education through written notification from themselves and their guidance counselor to be removed from their requested course.
Walters State Community College
Dual Enrollment
Faculty
Information

Dual enrollment courses are college courses, so dual enrollment students should be treated as college students, with all of the privileges, responsibilities, and expectations associated with college-level academic work, behavior, and attendance.

Communication

with students
• Request from high school counselors that students activate their electronic WSCC accounts before the course begins. Open your eLEARN course to initiate contact with students prior to the start of the course.
• Provide timely feedback on assignments.
• Notify students first about substandard performance, plagiarism concerns, attendance issues, low grades, etc.

with WSCC Distance Education
• Student is first point of contact. For persistent performance, attendance, or behavior issues, contact Distance Education at 423-585-6996 or Kayla Huber (kayla.huber@ws.edu). Carbon copy (cc) department head on all email pertaining to persistent concerns.

with Walters State (through MyWS)
• Report attendance after first class meeting. Report progress on Faculty Feedback a minimum of twice per semester and if student performance changes.

with parents (cc Distance Education)
• Respond to parental inquiries after communication with student and only after verification of Partners in Education (PIE) form filed in WSCC Office of Student Affairs.

Classroom Management

at the high school
• Arrange a school visit through Distance Education before the semester begins to meet the principal/counselor, view the classroom, and determine technology access. Request your name be added to the high school distribution list for announcements and schedule changes.
• Create and maintain a college classroom environment, subject to division/departmental/WSCC academic and student conduct policies.

in on-campus/online dedicated Dual Enrollment class or on-campus/online class with mix of Dual Enrollment and traditional college students
• Treat the class as any other college class, maintaining communication regarding dual enrollment students as outlined above.

course management
• Maintain the standards and meet the course outcomes of the college-level course. Maintain consistency between syllabus and course activities/assessments. Provide clear and consistent feedback on assignments.
• Meet minimum eLEARN standards for all courses, whether they are taught face-to-face or online.
• Return feedback/grades as soon as possible after submission of assignments. Post all grades, including final course grades, in eLEARN.
• Check and reply to eLEARN and Senators Mail a minimum of every 24-48 hours, Monday through Friday.
• Check Senators Mail for frequent opportunities for faculty training, including training for Turnitin plagiarism detection software. See also the FACULTY DEVELOPMENT eLEARN course available to all WSCC faculty for how-to information on teaching/learning technologies.
Walters State Community College
Dual Enrollment
Student Information

Dual enrollment courses are college courses, so dual enrollment students will be treated as college students, with all of the privileges, responsibilities, and expectations associated with college-level academic work, behavior, and attendance.

Classroom Procedure

Note the calendar and attendance policies for the course; these may differ from the high school policies.

College courses move swiftly, so time on task is very important. Maturity, self-discipline, and focus while in class are key!

Remember that classes on WSCC campuses or online may include students of various ages and from a wide variety of backgrounds.

Course Success

Frequent, reliable access to the internet is critical. College courses operate on the eLEARN course management system, and the WSCC MyWS system frequently will provide important information.

- eLEARN Help: “How to Go To Class in eLEARN,” (handout from high school guidance counselor), “Student Guide to eLEARN” (eLEARN.ws.edu), or contact Dr. David White (david.white@ws.edu)
- Activating Senators Mail account or other technical difficulties: Walters State Helpdesk at 423-318-2742 (helpdesk.ws.edu)

Check eLEARN email and Senators Mail a minimum of every other day for face-to-face classes and every day for online classes.

Maintain regular contact with the instructor throughout the semester by answering all emails and completing all assignments.

Meet all course outcomes listed on the course syllabus. This will require applying college-level skills.

Check the course calendar frequently. It is the student’s responsibility to keep track of due dates and meet all deadlines.

When submitting work to an eLEARN dropbox, check for and save the submission confirmation message. Inquire about any missing grades with the instructor. A college instructor is not obligated to notify you when an assignment has not been submitted.

WSCC takes plagiarism very seriously and assigns consequences accordingly. Read the WSCC Student Conduct Policy regarding plagiarism (Walters State Catalog and Student Handbook, “Academic Misconduct,” catalog.ws.edu).

Communication

As is the case with any college course, students are expected to communicate with their instructors about assignments, grades, and/or class concerns.

Students should contact the instructor first through eLEARN email or in class with questions about assignments, assessments, return of graded assignments, or grades. Ask immediately when you have a question or concern. Don’t wait!

For persistent concerns, students should contact the high school counselor after they have contacted the instructor.

If students need to contact WSCC Distance Education, they may call 423.585.6989 or email Kayla Huber (kayla.huber@ws.edu).
Financial Responsibility Statement

Payment of Fees/Promise to Pay

I understand and agree that when I register for any class at the Walters State Community College, (hereinafter referred to as the “Institution”), or receive any service from the Institution, I am accepting full responsibility to pay all tuition, fees and other associated charges assessed as a result of my registration, and/or receipt of services. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at the Walters State Student Services Refunds web page or (http://ws.edu/student-services/cashiers-office/refunds/dates/). I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above. If I expect financial aid to pay all or part of my financial obligations to the Institution, I understand and agree that it is my responsibility to meet all requirements for disbursement to my student account. I authorize the Institution to use the financial aid to pay for all education costs charged to my student account for my current term of enrollment or attendance at the Institution. I understand that it is my responsibility to ensure that all requirements of grantors, lenders, employers, and other third party payers are met on a timely basis. I understand that despite my expectations for payment from financial aid or other sources, I am ultimately responsible for all charges incurred. I understand that my financial aid may be adjusted due to eligibility. I agree to pay back to the Institution any amounts for which I am not eligible under applicable financial aid guidelines. I understand and agree that it is my responsibility to review my Senators Mail e-mail account and my account history via MyWS for notifications regarding balances due and payment deadlines each semester. I understand and agree that if I enter into an installment payment plan, the due dates and terms of the installment payment plan become part of this agreement and are incorporated herein by reference.

Delinquent Account/Collections

I understand and agree I will be in default if: I break any promise made to the Institution or fail to perform promptly at the time and in the manner provided in my housing plan, meal plan, or tuition plan agreement with the Institution or if I fail to pay other charges, including but not limited to, parking fees or fines, or financial aid adjustments that post to my student account by the date due or at the point at which I am no longer enrolled. If there is an event of default, the Institution may exercise any remedy allowed by law, including but not limited to, the pursuit of litigation. Financial Hold: I understand and agree that if I fail to pay my financial obligation to the Institution, the Institution, in accordance with the provisions of T.C.A. § 49-9-108, will place a financial hold on my student account, preventing me from registering for future classes, receiving grades or transcripts, or receiving my diploma. Late Payment Charge: I understand and agree that if I fail to pay my financial obligation to the Institution by the scheduled due date, the Institution may assess a late payment fee as approved by the Tennessee Board of Regents. Collection Agency Fees: I understand and agree that if I fail to pay my financial obligation to the Institution or fail to make acceptable payment arrangements to bring my account current, the Institution may refer my delinquent account to a collection agency. I further understand that I may be responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 33-1/3 percent of my delinquent account, together with all fees and expenses, including reasonable attorney’s fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus. Bankruptcy: I understand and agree Tuition and other related fees or charges may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed and that I may still owe the debt to the Institution after the bankruptcy.
Communication

Method of Communication: I understand and agree that the Institution uses e-mail addresses assigned by the Institution as an official method of communication with me, and that, therefore, I am responsible for reading the e-mails I receive from the Institution on a timely basis. Contact: I authorize the Institution and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to the Institution, or to receive general information from the Institution. I authorize the Institution and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the Institution Bursar’s Office or in writing to the applicable contractor or agent contacting me on behalf of the Institution. Updating Contact Information: I understand and agree that I am responsible for keeping the Institution’s records up to date with my current physical addresses, email addresses, and phone numbers. Upon leaving the Institution for any reason, it is my responsibility to provide the Institution with updated contact information for purposes of continued communication regarding any amounts that remain due to the Institution.

Billing Errors

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration and attendance at the Institution.

Returned Payments/Failed Payment Agreements

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of $30.00 and any applicable late fees. I understand that returned payments for tuition or multiple returned payments for non-tuition items may result in a permanent cash only payment status at the Institution. If any initial term payments for tuition are returned, the Institution reserves the right to delete my class schedule if not settled by the notification deadline.

Financial Aid

I understand that aid described as “memo”, “estimated”, or “authorized” on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program. I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I fail to attend, drop any class, or stop attending before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked or adjusted. If some or all of my financial aid is revoked or adjusted because I dropped, failed to attend, or stopped attending class, I agree to repay all revoked or adjusted aid that was disbursed to my account.

IRS Form

1098-T

I agree to provide my correct Social Security number (SSN) or taxpayer identification number (TIN) to the Institution upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my correct SSN or TIN to the Institution, I may be responsible for paying any and all IRS fines assessed as a result of my missing SSN/TIN.

Entire Agreement

This agreement, which is governed by Tennessee law, supersedes all prior understandings, representations, negotiations and correspondence between the student and the Institution, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the Institution if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.
Calculating Fees

To calculate fees for Academic Year, use the following formula:

\[
\text{Tuition/Fees} + \text{Non-Mandatory Fees} - \text{All grants, awards, scholarships, discounts} = \text{*TOTAL Amount Student Owes}
\]

*Dual Enrollment Fees DUE by 4 p.m. on a prescribed date published on the Cashier’s Office webpage under “Fee Payment Calendar” ws.edu/student-services/cashiers-office/payments/calendar/ and on the attached Academic Calendar.

Students can access their MyWS account by following these steps below.

**Students registering AFTER classes begin each semester will be assessed a $25 late registration fee.**

See section titled “Activate Your MyWS/eLEARN Accounts”

- Feel free to follow us on Twitter and Facebook for announcements.
- Reminder: Textbooks are in addition to tuition and fees and are not covered by grant money.
- Fee Payment deadline is listed in the attached Academic Calendar and bookmark.

Get Set Up As an Authorized User for Your Student!

- Visit MyWS my.ws.edu/
- Click on Make an Authorized User Payment (parent/guest) located on the home screen
- The student will login using their credentials in the Students and Staff section of the page.
- After login, the student will click on Authorized Users at top of the page to enter in the email address of the new authorized user in the “Add Authorized User” section. The student will check the box to agree to the terms and conditions as they give permission to the new authorized user.
- The new authorized user will receive two emails with the email address and temporary password that will be used as an initial login. Afterwards, the user will finish setting up their personal information and changing their password.

For additional information concerning Dual Enrollment fees and deadlines, please see the academic calendar available in registration packet.

Information for Parents

Remind students to check their MyWS student portal account regularly to view any updates or changes to their schedule.

Confirm enrollment by paying ALL tuition/fees or successfully enrolling in a Deferred Payment Plan the prescribed date listed on the Cashiers Office webpage listed above. Students may access their account balance via MyWS / StarNET or monitor their Senators Mail account for electronic notices. **Payment of all fees or successful enrollment in a deferred payment plan confirms your enrollment, your class schedule, and your seat in the course(s) registered.**
Help Desk Information

To Access the Walters State Help Desk webpage, visit helpdesk.ws.edu/

Call us:
423-318-2742 | Campus Ext. 2742

Visit us:
We are located in CCEN 303

Email us:
helpdesk@ws.edu
Please include your name, phone number, best time for us to call, email address, and a detailed description of the problem.

Self Service Support

Mobile Device
Campus Wi-Fi, email, iPad carts, App purchasing, and more.

Software & System
Guides to Windows, email, Office, Avid, and more.

Campus Technology
Guides to vLab, VoIP phones, SMART Classrooms, and more.

Supported Products
Guides to purchasing technology on campus.

Senators Mail Update Information
Login Information

Use the following for your records.
Please keep in a safe place.

Walters State Account

ws.edu/account/

**WS ID**

W00 __________________________

**MyWS**

User Name __________________________

Password __________________________

**Senators Mail**

Email Address __________________________ @senators.ws.edu

Password __________________________

**eLEARN**

User Name __________________________

Password __________________________

Tennessee Student Assistance Corporation (TSAC)

[tn.gov/collegepays/article/dual-enrollment-grant](tn.gov/collegepays/article/dual-enrollment-grant)

Dual Enrollment Grant (DEG)

User Name __________________________

Password __________________________

Choose 3 different security questions and answers
example: high school attending

Answer 1 __________________________

Answer 2 __________________________

Answer 3 __________________________
Contact Dual Enrollment

For additional Dual Enrollment information, please visit us online: ws.edu/academics/distance-ed/dual-enrollment/

Follow Us on Social Media
For Exciting Updates and Events!

"Like" us on Facebook
• Walters State Distance Education
• Walters State Dual Enrollment

Follow us on Twitter
• @WSCC_DistEd
• @WSCC_Dual Enroll

The Tennessee Board of Regents (TBR) is Tennessee's largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations. The TBR system includes 13 community colleges and 27 colleges of applied technology, providing programs to students across the state, country and world.

Walters State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, website www.sacscoc.org for questions about the accreditation of Walters State Community College.

Walters State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/ expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Walters State. The following person has been designated to handle inquiries regarding non-discrimination policies: Tammy Goode, Tammy.Goode@ws.edu, Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899, 423-585-6845.

WSCC 34439-13409 REV 09/2018
Minimum 3.7 high school GPA and 24 national or state ACT score must be achieved prior to fall semester starting date.

$1000 per semester

**Senators Scholars Senators Dual Enrollment Achievement Award**

Awarded to graduating seniors who have earned at least 12 institutional hours of college credit with a 3.0 college GPA as a Walters State dual enrollment student.

$1000 per semester

**Senators Scholars Dual Enrollment Award**

Supplemental award to former dual enrollment students who meet Senators Scholars requirements and have at least 12 institutional earned hours of college credit with a 3.0 college GPA.

$500 per semester

**Senators Adult Learner Completion Award**

Awarded to adult students 25 years of age or older who meet academic requirements.

$250 per semester

---

**Get Started**

- Apply for Admission
- Complete our Scholarship Application
- Attend Orientation & Register for Classes

---

**Financial Aid**

SSB U161
423.585.6811

**Student Enrollment Services**

SSB U109
423.585.2685 admissions@ws.edu

- Walters State Admissions
- WSGC_Admmissions