



WALTERS STATE
COMMUNITY COLLEGE

Continuing Student

Quick Guide for Dual Enrollment Registration



1 View the Continuing Student video

- [Continuing Student Instructional Video for Completing the Dual Enrollment Permission Form \(Opens in new window\)](#)

2 Continuing Student Complete the online Dual Enrollment Program Permission Form

- Select the link for the campus where your dual enrollment courses are managed for Continuing Students

[Morristown Campus](#)



[Niswonger Campus](#)



[Claiborne Campus](#)



[Sevierville Campus](#)



- Valid Tennessee state driver's license should be uploaded to the online form **ONLY** if you are over the age of 18 OR if you will be 18 by the first day of class.
- Your high school counselor will upload or submit your high school transcript and/or your ACT scores.
- Use your Walters State log in credentials (same as eLEARN) to log into Dynamic Forms to submit your Dual Enrollment Program Permission Form.

3 Complete the online [Dual Enrollment Grant Application \(Opens in new window\)](#)

- Please refer to the 2nd page for step by step instructions on how to complete the online dual enrollment grant application.



4 Click on this link to complete your [Immunization Health History form \(Opens in new window\)](#).

- The student will use his/her WSCC log in credentials to complete this online form.



5 Pay fees by tuition deadline

- Please see the academic calendar for specific fee payment deadline information. Beat the rush, **pay early!**

Instructions for completing the online dual enrollment grant application



- Step 1** Go to [TN College Pays TSAC Student Portal \(Opens in new window\)](#)
- Step 2** Register for an account or sign in if a returning user.
- Step 3** Please verify that you are using your CORRECT Social Security number by referring to your social security card.
- Step 4** Apply for all available dual enrollment grants for each academic year in which you plan to take classes.
- Step 5** Read statement and click "Agree".
- Step 6** Complete the student information section
- Step 7** Under additional student information, please mark the appropriate choice with either "yes" or "no".
- Step 8** Complete the High School Information with the high school you currently attend and select, **Walters State Community College** as your college of choice.
- Step 9** *(This does not mean where you are going to college after high school.)*
- Step 10** Make sure all information is CORRECT and then click continue at bottom of page. Once you have applied for the grant, click "Financial Verification."
Your grant for Walters State should be listed as "pending."

Instructions for activating your Walters State account *(To access MyWS, Senators email, eLEARN, etc.)*

Step 1 Visit [MyWS \(Opens in new window\)](#)

Step 2 Click on "Activate your account now: link in the blue "Secure Access Login" area.

Step 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.
• Click on "Activate Account" at the top left of that page.

Step 4 Enter Your WS ID, first name, last name, and date of birth (mm/dd/yyyy).
• Enter "New Password" and repeat the same password in "Confirm

Step 5 Password." Click "Activate My Account" at the bottom of the page.