

Student/Parent Handbook

Dual Enrollment Program



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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 Individuals with Disabilities Act: IDEA and Section 504, Rehabilitation Act of 1973.
- IDEA is focused on success.
- Students needing services are identified by the school. The school 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.
- Accommodations are governed by Americans with Disabilities Act of 1990, Title 11: ADA and Section 504, Rehabilitation Act of 1973.
- ADA is focused on access. Success is not guaranteed.
- Students must request accommodations through 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

The 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.
- 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

MORRISTOWN CAMPUS

Kayla Huber

423.585.2687

Brian O'Dell

423.585.6989

CLAIBORNE COUNTY CAMPUS

Marlin Curnutt

423.851.4760

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423.851.4773

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423.798.7958

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SEVIER COUNTY CAMPUS

Jama Spicer-Sutton

865.774.5820

Matt Lee

865.774.5818

NEWPORT CENTER

Brian O'Dell

423.851.1002

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 <https://tsorder.studentclearinghouse.org/school/select>.

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 the student applies.

How to run your degree evaluation

- Log in to MyWS — my.ws.edu
- Select **“Degree Works”**
- Enter Student ID in labeled search bar
- Select **“What if”** at the left of the page.
- Select the catalog term you want evaluated from the drop-down menu.
- Select the degree from the drop-down menu.
The major will populate automatically.
- Press **“Process What-If”** button.
- 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.
A green check mark will indicate requirement met.
- 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.

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/#DE-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 or older are required to provide proof of residency in order to receive the In-State tuition rate. Students should provide a valid, unexpired driver’s license, or state ID card with signature with registration documents.

Step 2: Fill out form

Online dynamic form.

New Dual Enrollment Grant changes beginning Spring 2022

Beginning Spring 2022, dual enrollment students will be able to utilize three courses per term/semester under the TN Dual Enrollment Grant, (DEG). In the past, students could only utilize the grant for two courses per term/semester. With the new legislation, there will no longer be a \$1,200 maximum for the academic year as there was in the past. In order for students to be granted these funds beyond course one, they must still be HOPE eligible as in the past. However, the DEG will now have a lifespan of courses 1–10 in comparison to 1–8 in the past.

Beginning January 2022

- Up to \$543 for courses 1–4
- Up to \$100 per credit hour for courses 5–10*
- Up to \$513 for high need courses 1–4

**If course is a GIVE course, the cost of the course will be deducted from HOPE.*

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 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 Create my **“Account”**

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”** tab at the top left of the page.

- Apply for **all available Dual Enrollment Grants** for each Academic Year in which you plan to take dual enrollment classes.
Example: Dual Enrollment Grant Application for the current academic year (example 2020-2021).
- Read **“statement”** and **“I understand”** and choose **“Dual Enrollment Grant.”**

- 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.
- 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.

Do you have federal or state education loans? If so, have you failed to pay on your loans?

If you have federal or state education loans, do you owe a refund on the loans?

Are you incarcerated (in jail or in prison)?

Are you drug free have not been in possession of illegal drugs or sold illegal drugs while receiving student financial aid?

High School Information Section

High School

High School Diploma or GED Received

Will you have completed 10th grade at the time of Dual Enrollment enrollment?

Anticipated Graduation Year

- 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.
- 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.

- Log in 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.

QuickPay deferred payment plan

Enroll in a QuickPay deferred-payment plan, which automatically deducts payment from your bank account or charges your credit/debit card (Visa, MasterCard, and Discover accepted)

- Log in to MyWS
- Select **“Student”**
- Select **“Student Account”**
- Select **“QuickPay”** (Deferred-Payment Plan)

There is a \$25 enrollment fee. Requires an account balance of \$100 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
(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 Walters 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:

- Log in 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

- Log in to MyWS — my.ws.edu
- Select **“Register”**
- Select **“Textbook Information”**
- Select **“Go To Bookstore Website”**

Dynamic class schedule

- Log in 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

The 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 webpage, 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 send notifications via the SMS Text option for the SET system only.

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: Students must wait approximately two business days after submitting a Walters State application to complete this step.

- Visit MyWS — my.ws.edu.
- Click on “**Activate your account now**” link in the blue “**Secure Access Login**” area.
- 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 log in. 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.

- Enter your WS ID, First Name, Last Name, and Date of Birth (mm/dd/yyyy). Scroll down 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.

- 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 log in to Walters State computers, eLEARN, your Senators Mail account, and Wi-Fi on Walters State campuses.

How to access eLEARN

Follow the previous steps to activate your Walters State Account before attempting to access eLEARN.

- Visit MyWS — my.ws.edu.
- Enter your user name and password in the Secure Access Login area and click **“Login.”**
- Click on the **“eLEARN logo.”**
**You may be prompted to enter your password again for verification*
- 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 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

Hours during spring and fall classes:
Monday – Thursday: 8 a.m. – 7 p.m.
Friday: 8 a.m. – 4:30 p.m.

eLEARN walk-through

For directions on how to use eLEARN, please select the **“Student Help”** 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 eligible for the Dual Enrollment Grant. Those marked as “Never Attending” at the start of the semester are subject to the removal of 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 also will be required to present documentation of these events from their high school principal, counselor, or other school administration.

Students should log in 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 also will 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.

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.

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

Morristown

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

Newport

- WLIK AM 1270
- WNPC AM 1060

Knoxville

- WIVK FM 107.7
- WNOX FM 100.3
- WATE-TV (ABC)
- WBIR-TV (NBC)
- WVLT-TV (CBS)
- WIMZ FM 103.5
- WOKI 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

Tri-Cities

- WKPT-TV (ABC)
- WTFMFM 98.5
- WJHL-TV (CBS)

Students also are 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.

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 Walters State 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). Copy 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 (copy 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.

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), or "Student Guide to eLEARN," eLEARN.ws.edu.

- **Activating Senators Mail account or other technical difficulties:** Contact the 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 with any college course, students are expected to communicate with 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. Ask immediately when you have a question or concern. Don't wait.

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 www.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 email account and my account history via MyWS for notifications regarding balances due and payment deadlines each semester.

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 at kayla.huber@ws.edu.

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/collection

I understand and agree that 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 one or more of the following, without notice or demand (except as required by law): (1) The Institution may declare the principal balance plus any late fees, fines or penalties immediately due and payable in full. Or (2) The Institution may hire or pay a third party to collect the debt including, without limitation, 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 accept 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 33½ percent of my delinquent account, together with all fees and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. 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 email addresses assigned by the Institution as an official method of communication with me, and that, therefore, I am responsible for reading the emails 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) or 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 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 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:

$$\begin{array}{r} \text{Tuition/fees} + \text{Non-mandatory} - \text{All grants,} \\ \text{fees} \qquad \qquad \qquad \text{awards,} \\ \qquad \qquad \qquad \qquad \qquad \text{scholarships,} \\ \qquad \qquad \qquad \qquad \qquad \text{discounts} \\ \hline = \text{Total amount} \\ \text{student owes} \end{array}$$

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:

Students whose schedules are deleted due to non-payment must contact the Division of Distance Education re-enroll.

- Log in to MyWS — my.ws.edu.
- Select **"Student."**
- Select **"Student Account."**
- Select "Account Detail" for Term scroll to very bottom of page to see awards and scholarships authorized or posted.

Instructions and information on enrolling in the Deferred Payment Plan can be found on the Cashier's Office payments page: ws.edu/student-services/cashiers-office/payments

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.**

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.

See section titled "Activate your MyWS/eLEARN accounts"

- Follow us on Twitter and Facebook for announcements.
- 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 log in 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. Afterward, the user will finish setting up personal information and changing their password.

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/tsac-student-portal.html

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 information

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



For Walters State assistance, please contact your local campus:

ws.edu/academics/distance-ed/dual-enrollment

MORRISTOWN CAMPUS

Kayla Huber

423.585.2687

Brian O'Dell

423.585.6989

CLAIBORNE COUNTY CAMPUS

Marlin Curnutt

423.851.4760

Kim Bolton

423.851.4773

NISWONGER CAMPUS

Cindy Gilland

423.798.7958

Deidre Kyle

423.798.7942

SEVIER COUNTY CAMPUS

Jama Spicer-Sutton

865.774.5820

Matt Lee

865.774.5818

NEWPORT CENTER

Brian O'Dell

423.851.1002

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

WALTERS STATE PROMISE GUARANTEED SCHOLARSHIPS

Senators Scholars

\$1,000 per semester

Minimum 3.7 high school GPA and 24 national or state ACT score must be achieved prior to fall semester starting date.

Senators Scholars Dual Enrollment Award

\$500 per semester

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

Senators Scholars Dual Enrollment Achievement

\$1,000 per semester

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

Get started!

Apply for admission, complete our scholarship application, attend orientation, and register for classes.

Financial Aid

SSB U161 | 423.585.6811

Student Enrollment Services

SSB U109 | 423.585.2685



500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
423.585.2600 | ws.edu

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 on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Jarvis Jennings, Executive Director of Human Resources/Equity Officer, Jarvis.jennings@ws.edu, Walters State Community College, 500 S. Davy Crockett Pkwy Morristown, TN 37813, 423-585-6845.