

Welcome to Walters State!



Use this sheet as a checklist to make sure you are completing all the necessary steps for admissions and registration. Check off the boxes as you go to make sure you are staying on track!

What's Next?

Walters State's main source of communication to you is through your Walters State Student Account: **MyWS**.

The MyWS account will grant you access to:

- Your personal, student, and financial aid information
- Senators Mail (*student email*)
- eLEARN

You must activate your account prior to accessing it. Once activated, please immediately begin checking your account on a regular basis.

Activate your MyWS Account

Visit my.ws.edu/ and select **Activate Account** in the login box.

- Enter your WS ID (included in your acceptance letter), first and last name, date of birth, and create a new password*. Click **Activate My Account**.

Your student email address and User Name will display.

Begin checking MyWS and Senators Mail now!

** If you forget your password after activating your account, click **Forgot Password?** in the login box to reset.*

Apply for Financial Aid and Check Your Financial Aid Status

- Submit your Free Application for Federal Student Aid (FAFSA) fafsa.ed.gov
Send your FAFSA information to Walters State by using our federal code: 008863

Submitting your FAFSA is just the first step! You will receive a Student Aid Report (SAR) from the Department of Education, which is a summary of the FAFSA data you submitted. Be sure to review your Student Aid Report, as we may need additional information to complete the processing of your application. Check your MyWS and Senators Mail accounts frequently for notifications from the financial aid office and for updates to your account as you may have been selected to provide additional documents, which is called **verification**.

Priority Deadlines:

Fall..... June 30
Spring November 1
Summer..... April 1

Past the Priority Deadline? Walters State will continue to process your financial aid application and all documents submitted to the Financial Aid Office. However, if the priority deadline has passed, we cannot guarantee that your aid will be packaged by the fee payment deadline, which may require you to make other payment arrangements.

Complete a Walters State scholarship application!
ws.edu/financial-aid/types/scholarships/

Verify Citizenship

Who needs to verify U.S. citizenship or lawful presence? Any student wishing to be eligible to receive a state benefit, which includes **in-state tuition** and scholarships, must verify U.S. citizenship or lawful presence. An easy way to verify citizenship is with a regular valid drivers license or a U.S. passport. (Please note that if you reside out of state, you are required to provide a regular valid license **and** U.S. birth certificate.) If you do not have one of these documents or if you are proving lawful presence, contact Enrollment Services for further information.

Submit ACT Scores or Take a Placement Exam

Who needs ACT? Degree seeking students under 21 with a regular high school diploma; ACT scores cannot be more than five years old.

Who needs a placement exam?

- Degree-seeking students over 21 and students with a high school equivalency diploma (GED/HiSET)
- Transfer students who have not earned a passing grade in college level English, math, and a reading intensive course
- Readmitted students who did not previously complete a college level math, English, or reading intensive course or did not complete the appropriate level of Learning Support

- Students who do not have ACT subscores of 18 in English, 19 in reading, or 19 in math have the option of taking a placement exam to challenge their ACT scores.

Who does not need testing? Most certificate students over 21, non-degree seeking students, transfer students who have completed a transferrable college level math and English, readmit students who have previously completed a college level math and English or have completed the appropriate levels of Learning Support

Still not sure? Check your Senators Mail. We will tell you what kind of test is required.

Submit Transcripts

Already graduated high school or have your High School Equivalency (GED/HiSET) diploma? Request that your transcript or HSE scores be sent to Walters State

Not graduated high school yet? Request that your transcripts be sent after graduation

Attended another college or university? Request that all prior college transcripts be sent to Walters State

Immunizations

All students

Complete an Immunization Health History Form:
ws.edu/admissions/apply/

New Student Orientation

Who needs to complete orientation? All new, first-time freshman are required to complete on-campus New Student Orientation.

Who is not required to complete orientation? Transfer, readmit, and non-degree seeking students are not required to complete orientation.

How do you sign up for orientation?

You may sign up for an on-campus orientation at
ws.edu/admissions/orientation/

You will watch three short videos and click to continue through the content. At the end, you will choose a date, time, and campus for your orientation session as well as complete a career assessment exam.

Advising & Registration

Who needs to meet with an advisor? All certificate and degree-seeking students are required to meet with an advisor **EVERY** semester prior to registration.

Registration: If you attend on-campus orientation, you will meet with an advisor and register at orientation.

Transfer and readmit students may schedule an appointment with the Student Success Center advising office to receive advising, registration assistance, and information regarding transfer to a four-year college or university. Non-degree seeking students may also receive registration assistance in this office. Appointments are recommended. You may contact this office at 423.318.2337.

Registration instructions can also be found online at:
ws.edu/admissions/registration/

Contact Information

Enrollment Services

423.585.2685 or
1.800.225.4770, ext. 4 or
admissions@ws.edu

Financial Aid

423.585.6811 or
1.800.225.4770, ext. 2

Counseling and Testing

(to schedule testing)
423.585.6800 or
1.800.225.4770, ext. 3

Student Success Center

423.318.2337

Morristown Campus

423.585.2600
1.800.225.4770

Sevier County Campus

865.774.5801

Greenville/Greene County Campus

423.798.7940

Claiborne County Campus

423.851.4761

Check Your Account Balance

Make sure your fees are paid by the fee payment deadline! Deadlines are posted in the Timetable of Classes online, on the Cashier's website, and on MyWS. Please be advised that you will not receive a tuition statement by mail. Even if you think you are receiving financial aid, it is your responsibility to check your account regularly to make sure you have a zero or credit balance by the fee payment deadline.

Fee Payment Deadlines:

ws.edu/student-services/cashiers-office/payments/