

## Welcome to Walters State!

Use this sheet as a checklist to make sure you are completing all the necessary steps for admissions and registration. Follow the below steps 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.*

### STEP 1

## Activate your MyWS Account

Visit [my.ws.edu/](http://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.*

### STEP 2

## Apply for Financial Aid and Check Your Financial Aid Status

Submit your Free Application for Federal Student Aid (FAFSA) [fafsa.ed.gov](http://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](http://ws.edu/financial-aid/types/scholarships)

### STEP 3

## 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.

### STEP 4

## Submit ACT Scores or Take a Placement Exam

*Submit ACT scores or take a placement exam.*

### Why are test scores needed?

Test scores determine your placement in math, English, and reading. They let us accurately know if you need learning support classes for these subjects. (This is not required for certificate or non-degree seeking students.)

### What happens if test scores aren't submitted?

If you don't submit test scores, you will automatically be required to take all learning support classes in math, English, and reading.

### What test scores should I submit?

Check your Senators Mail. We will tell you what kind of test is needed.

## **STEP 5**

### **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

## **STEP 6**

### **Immunizations**

#### **All students**

Complete an Immunization Health History Form: [ws.edu/admissions/apply](http://ws.edu/admissions/apply)

## **STEP 7**

### **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](http://ws.edu/admissions/orientation)

## **STEP 8**

### **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/](http://ws.edu/admissions/registration/)

## **STEP 9**

### **Contact Information**

#### **Enrollment Services**

423.585.2685 or  
1.800.225.4770, ext. 4 or  
[admissions@ws.edu](mailto: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**

865.774.5820

#### **Niswonger Campus**

423.798.7940

#### **Claiborne County Campus**

423.851.4761

## **STEP 10**

### **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](http://ws.edu/student-services/cashiers-office/payments)