

Applying to Wytheville Community College

(Bland High / Carroll County High / Galax City High / Marion Senior High / Rocky Gap)

APPLICATION DIRECTIONS for DUAL ENROLLMENT STUDENTS

VCCS Online Application for Admission Student Help/Guidelines

IMPORTANT: Before starting the application process, you need to have your correct Social Security Number available. The application will ask for it. Although it is optional, we recommend you use your SS Number. This will ensure an accurate WCC file on you. Please follow these directions carefully.

Why do I need to create a temporary online Application for Admission login?

- A temporary online Web application login ID and password must be created to enable you to enter information, save and update your application until it is submitted, or for a period of 30 days.
- You must create the temporary login ID and password even if you complete and submit the application in one session. If you forget your login ID and/or password, you will need to start over – there is no Help function to reset or retrieve your temporary login ID and password.
- The temporary login ID will be used only for the purpose of creating and submission your application. Thirty days from creation or upon submission of the application, the login ID and temporary password will be deleted.
- If you have applied within those 30 days, you will be assigned a new, permanent login ID to access: VCCS Student Information System (SIS) for registration, grades, transcripts, payments, etc.

How do I create my temporary online Web application login?

- To create a first time temporary login ID for the VCCS Online Application for Admission, go to <https://apply.vccs.edu>, click New User, complete the information requested and click submit.
- Your temporary login ID will be retained until the application is submitted, or for a period of 30 days. You may save your application and return at any time within that period.
- The temporary Password must be at least seven characters (and no more than 10 characters) containing one upper case letter (such as B), one lower case letter (such as t), and one or more numbers. Be sure to record your login ID and password for future use.
- If you are returning to the Application for Admission after having saved it (but not made your final submission to the College) – click on ‘Returning User’ and enter your temporary login ID and Password.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.

Once you have submitted your final application for admission, you will not be able to make any changes. If corrections are necessary to information you provided, you must contact the Admissions and Records Office at (276) 223 - 4701.

(This is the screen where you will create your temporary password and begin the application.)

Virginia's
Community Colleges

[Admissions Home](#) | [VCCS Web Site](#) | [VCCS Online](#) | [Help](#) | [Logout](#)

Create New Account

To create your account, please enter the following information and click 'Submit'.

Note the following:

- The login ID and password created below is only valid during the application process. You will be given a username and password for registration after successfully completing the application process.
- Your temporary login ID will be retained until the application is submitted, or for a period 30 days.
- You may save your application and return at any time within that period.
- Finalize and submit your application within 30 days from the time you create your login ID, or you will have to start over.
- Your password must be 7-10 characters long and contain at least one lowercase letter, one uppercase letter, and one number.
- **Be sure to record your login ID and password.** If they are lost, you will need to create a new account and begin another application.

*First Name:

*Last Name:

Email Address:

*User Name:

*Password:

Internet 100%

- Collect all applicable documents, including social security card, immigration documents, tax returns, military papers, driver's license, and voter registration before beginning.
- Providing you social security number is highly recommended. If not given, access to many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.
******If you do not know your social security number, pick the option to not provide it.**
- Carefully read each question, click '?' for the directions for filling in text boxes.
- Complete each section.
- Use the left side-bar menu to view the status of each step. A green highlighted number indicates you have completed that section.
- Clicking a **SAVE & Continue** button will save the information in the section.
- You will not be able to save a section that contains errors. Correct all errors before attempting to move to a new section.

STEP 1: Personal Information

The screenshot shows the Virginia's Community Colleges website. At the top is the logo and a navigation bar with links: Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. Below this is the title 'Step 1 - Personal Information'. On the left is a vertical sidebar with four buttons: '1 Personal Information' (highlighted), '2 Address Information', '3 More Personal Information', and '> Submit Application'. The main form area has three sections, each with a title bar and a help icon (question mark):

- Name**: Includes a sub-instruction 'Enter official name using upper and lower case letters.' and fields for Prefix (dropdown), First, Middle (Full), Last, and Suffix (dropdown).
- Social Security Number**: Includes three radio button options: 'My SSN is' (with three input boxes), '(re-enter)' (with three input boxes), and 'I do not wish to provide my SSN at this time.'.
- Former Name (If Applicable)**: Includes fields for First and Middle (Full).

The bottom of the browser window shows a taskbar with 'Done', 'Internet', and '100%' zoom.

Name

- Enter your current, **complete legal** name. Use the same format for your name when applying to multiple colleges. Please do not use any punctuation.
- Former Name (If applicable) – Enter name you used in the past.

College

- Wytheville Community College

Career

- Select the **CREDIT** career when planning to enroll in classes for which you will receive college credit. If you are not sure, please pick CREDIT.
- Select the **NonCredit** career (Continuing Education/Workforce Development) when planning to enroll in classes identified as Non-Credit or Continuing Education/Workforce Development for which you will be earning continuing education units or **no** college credit.

Campus

- Main

Term

- Select the term from the choices that you would like to enroll in classes.

Have you previously attended , applied for admission to, or been employed by any Virginia Community College?

If you have, answer YES and enter your EMPLID number if you know it. If not, answer NO, and then click the Save and Continue button. If you get an error message, either call the Admissions Office at (276) 223-4701 or 223-4759.

If you have already attended or applied to any Virginia Community College, select Yes and enter your number (if you know it). Otherwise, select NO.

Click **Save and Continue**

Date Month Day Year:

Which college do you plan to attend?

College Wytheville Community College

In what type of classes will you be enrolling?



- ☐ CEU
☒ Credit

What campus will you attend?

- ☒ Main

What term do you plan to begin classes?

- ☐ 2010 Spring between 01/11/2010 and 05/03/2010
☐ 2010 Summer between 05/24/2010 and 08/02/2010

Have you previously attended, applied for admission to, or been employed by any Virginia community college?

- ☐ Yes - Enter Student ID (EmplID) number if known:
☐ No

[Save & Continue](#)

Done

Internet

100%

STEP 2: Address Information

- **Primary Phone Number:** Enter your phone number.
- **Mailing Address:** Enter your **mailing address** on the second line. Enter an apartment number or lot number on the second line. You do not need to add your street address if you receive your mail in a Post Office Box (PO Box).
- **Current Residence:** Enter either the city or county where you live.
- **Have you lived in Virginia for the last 12 months?** Answer **yes** or **no**.
- The email, emergency contact, and employer name and phone number are optional and can be left blank.
- **Save and continue.**

Virginia's Community Colleges

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Step 2 - Address Information

1 Personal Information
2 Address Information
3 More Personal Information
4 Educational History
5 Educational Goals
6 In-State Tuition
> Submit Application

Primary Phone Number ?

Number () -

Mailing Address ?

Country United States
Street
City
State Virginia
Zip/Postal

Current Residence ?

Current Residence Please select..

Have you lived in Virginia for the last twelve months?

☐ Yes
☐ No

Email Address ?

Email

Emergency Contact Information

First Name
Last Name
Relationship Please select..
Number () -

Employer

Emp. Name

Business Phone Number

Number () -

Save & Continue...

STEP 3: Additional Personal Information

Ethnicity

- Are you Hispanic or Latino?
 - Answer Yes or No
 - If the answer is No, pick one of the following choices.

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Step 3 - Additional Personal Information

1 Personal Information

2 Address Information

3 More Personal Information

4 Educational History

5 Educational Goals

6 In-State Tuition

> Submit Application

Ethnicity

Are you Hispanic or Latino?

- ☐ Yes, I am Hispanic or Latino
- ☒ No, I am not Hispanic or Latino

What is your race? Select one or more.

- ☐ I choose not to specify my race
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Native Hawaiian/Other Pacific Islander
- ☒ White

Gender

☐ Female

☒ Male

☐ Not Indicated

Done Internet 100%

U.S. Citizenship Status



What is your citizenship status?

- ☐ Native (U.S. citizen at birth)
- ☐ Naturalized (became U.S. citizen after birth)
- ☐ Alien permanent
- ☐ Alien temporary
- ☐ Not living in the U.S.
- ☐ Not indicated

Primary Language



- ☐ English
- ☐ Other

U.S. Military Status



Have you served in the U.S. Military?

- ☐ I have never served in the U.S. Military
- ☐ My spouse has served in the U.S. Military
- ☐ I am the dependent of someone who has served in the U.S. Military
- ☐ I have served in the U.S. Military

Save & Continue...

Done

Internet

100%

Step 4: Educational History

Select the correct option. If you are currently enrolled in high school or graduated, click the first option. Click on the Select button and pick the state (Virginia). Then scroll down the list and click on your school.

Enter your graduation date or your anticipated graduation date.

Enter your diploma type from the list. If you are not certain of your diploma type, select 'Standard'.

The screenshot shows a web browser window with the URL <https://arapply.vccs.edu/oa/edit.hs.action>. The page title is "Step 4 - Educational History: High School". On the left, there is a vertical navigation menu with six items: 1 Personal Information, 2 Address Information, 3 More Personal Information, 4 Educational History (highlighted), 5 Educational Goals, 6 In-State Tuition, and a Submit Application button. The main content area is titled "Step 4 - Educational History: High School". It contains a section "Select your level of high school education:" with four radio button options: "High School (graduated or currently enrolled)" (selected), "Home School (graduated or currently enrolled)", "GED", and "No High School Diploma or GED". Below this is a "High School Details" box with the following fields: "School Attended:" with a text input and a "Select..." button; "Actual or Anticipated Graduation Date:" with "Month" and "Day" dropdown menus and a "Year:" text input; and "Diploma Type:" with a text input. At the bottom of the form are two buttons: "Save & Continue..." and "Cancel". The browser's address bar shows the URL, and the taskbar at the bottom indicates the system is on "Internet" with a 100% zoom level.

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Step 4 - Educational History: High School

Select your level of high school education:

- ☒ High School (graduated or currently enrolled)
- ☐ Home School (graduated or currently enrolled)
- ☐ GED
- ☐ No High School Diploma or GED
- ☐ Foreign High School

High School Details

School Attended:

Actual or Anticipated Graduation Date: Month Day Year:

Diploma Type:

https://arapply.vccs.edu/oa/edit.hs.action

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Community Colleges

High School Lookup

Enter the state of your high school, then select it from the list below. To narrow down the list of schools, enter all or part of your school's name in the search box.

State: Virginia

Search:

Abingdon High School	Abingdon, VA
Abundant Life Christian Acad	Big Stone Gap, VA
Accotink Academy	Springfield, VA
Accotink Academy Alt Lrng Cntr	Springfield, VA
Ad Fontes Academy	Centerville, VA
Adult Career Development Cntr	Richmond, VA
Albemarle High School	Charlottesville, VA
Alexandria Friends School	Alexandria, VA
Alleghany High School	Covington, VA
Alleghany Highlands Chrstn Sch	Clifton Forge, VA
Alliance Christian Schools	Portsmouth, VA

☐ My high school does not appear in the list above

Cancel

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 In-State Tuition
- > Submit Application

Done Internet 100%

Add a College: You do not need to add Wytheville Community College

Family Educational Background:

You must select an option from the drop down menu. This information is collected for statistical purposes only and has no bearing on your admissions process. If you are not certain what the education level is, choose 'Do not know'.

2 Address Information
3 More Personal Information
4 Educational History
5 Educational Goals
6 In-State Tuition
> Submit Application

High School Information ?

Level of high school education: No High School Diploma or GED
Last Date Attended: Jan 1970
Highest Grade Completed: Tenth Grade
[Edit High School...](#)

College/University Information ?

[Add a College...](#)

Family Educational Background ?

Father's Highest Education: Please select...
Mother's Highest Education: Please select...
Do Not Know
Less Than High School
Attended High School
Graduated From High School
Attended College
Associate's Degree
Received Bachelor's Degree
Received Post-Bachelor's Degree

Done Internet 100%

Step 5: Educational Goals

Reason for taking classes:

Select the top choice: HS Stdnt-HS & College Credit (041)

Save and Continue

The screenshot shows the Virginia's Community Colleges website interface. At the top is the logo and a navigation bar with links: Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. Below this is the title "Step 5 - Educational Goals". On the left is a vertical sidebar with six numbered steps: 1 Personal Information, 2 Address Information, 3 More Personal Information, 4 Educational History, 5 Educational Goals (highlighted in green), 6 In-State Tuition, and a Submit Application button. The main content area is titled "Educational Goals:" and contains a dropdown menu labeled "Reason for taking classes:". The dropdown is open, showing options: "Please select...", "HS Stdnt-HS & College Credit (041)", "HS or Home Schooled-No HS Crd (042)", and "Both Dual Credit / Non-Dual Cr (043)". A "continue..." button is visible to the right of the dropdown. The bottom of the screen shows a taskbar with "Done" and "Internet" icons, and a zoom level of 100%.

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Step 5 - Educational Goals

1 Personal Information
2 Address Information
3 More Personal Information
4 Educational History
5 Educational Goals
6 In-State Tuition
> Submit Application

Educational Goals: ?

Reason for taking classes:

Please select..

Please select..
HS Stdnt-HS & College Credit (041)
HS or Home Schooled-No HS Crd (042)
Both Dual Credit / Non-Dual Cr (043)

continue...

Done Internet 100%

Step 6: In-State Tuition

Click: Apply

Answer all the questions.

The screenshot shows a web browser window displaying the "In State Tuition Questionnaire" for Virginia's Community Colleges. The page has a header with the college logo and navigation links: "Admissions Home", "VCCS Web Site", "VCCS Online", "Help", and "Logout". The main content area is titled "In State Tuition Questionnaire" and "Applicant Info". It contains several sections of questions with radio button options. The first question is "Are you a U.S. citizen?" with "Yes" selected. The second section asks to "Select one of the following:" with four options: "Have never served in the U.S. military" (selected), "Active duty member of the U.S. military", "Received a discharge from the U.S. military", and "Retired from the U.S. military". The third section explains that eligibility can be based on the domicile of the spouse, parents, legal guardian, or oneself, and asks to "Select one of the following and click 'Proceed' to continue." with four options: "I want to claim eligibility based on my own domicile.", "I am married and want to claim eligibility based on my spouse's domicile.", "My parents provide more than half of my financial support and/or claim me as a dependent for tax purposes." (selected), and "My court appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes." Below these questions is a text input field labeled "Please enter your parent's name" with the placeholder text "Mom or dad's name" and an "Enter" button. A "Cancel" button is also present. The browser's status bar at the bottom shows "Done", "Internet", and "100%".

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In State Tuition Questionnaire

Applicant Info

Are you a U.S. citizen? ☒ Yes ☐ No

Select one of the following:

- ☒ Have never served in the U.S. military
- ☐ Active duty member of the U.S. military
- ☐ Received a discharge from the U.S. military
- ☐ Retired from the U.S. military

You may apply for in-state tuition based on the domicile of your spouse, parents, legal guardian, or, under certain circumstances, yourself. Select one of the following and click 'Proceed' to continue.

- ☐ I want to claim eligibility based on **my own domicile**.
- ☐ I am married and want to claim eligibility based on **my spouse's domicile**.
- ☒ My parents provide more than half of my financial support and/or claim me as a dependent for tax purposes.
- ☐ My court appointed legal guardian provides more than half of my financial support and/or claims me as a dependent for tax purposes.

Please enter your parent's name

Done Internet 100%

Select the correct option on the third selection and then enter the name in the text box and click **Enter**.

Please enter your parent's name

Is your parent a U.S. citizen? ☒ Yes ☐ No

Select one of the following:

- ☒ My parent never served in the U.S. military
- ☐ My parent is an active duty member of the U.S. military
- ☐ My parent received a discharge from the U.S. military
- ☐ My parent retired from the U.S. military

Is your parent married to an active duty member of the U.S. Armed Forces? ☐ Yes ☒ No

Has your parent lived in Virginia for the last twelve months? ☒ Yes ☐ No

Which one of the following applies to your parent::

- ☒ paid Virginia income taxes on all earned income
- ☐ filed as a resident in another state
- ☐ filed as a resident in Virginia and as a non-resident in another state
- ☐ was a resident in a state without income tax
- ☐ had no taxable income

For the last twelve months, has your parent held a Virginia driver's license or Virginia DMV ID? ☒ Yes ☐ No

For the last twelve months, has your parent owned or operated a motor vehicle registered in Virginia? ☒ Yes ☐ No

For the last twelve months, has your parent been registered to vote in Virginia? ☒ Yes ☐ No

You have completed the in-state tuition questionnaire. At this point, you may cancel the questionnaire and go back to where you were in your admissions application, or save your answers and move forward.

Done Internet 100%

Answer the questions for your parent. Then click the **Save** button.

Step 6 - In-State Tuition

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 In-State Tuition
- > Submit Application

You have completed the In-State Tuition Questionnaire. Your responses are displayed below.

Please select one of the following:

Continue - Proceed with your application for admission

Restart - Restart the In-State Tuition Questionnaire

Are you a U.S. citizen?	Yes
What is your military status?	Have never served in the U.S. military
Whose domicile do you want to use to claim eligibility?	My parent's domicile
Your parent's name:	Mom or Dad
Is your parent a U.S. citizen?	Yes
What is your parent's military status?	Have never served in the U.S. military
Is your parent married to an active duty member of the U.S. Armed Forces?	No
Has your parent lived in Virginia for the last twelve months?	Yes
For last year your parent:	paid Virginia income taxes on all earned income
For the last twelve months, has your parent held a Virginia driver's license or Virginia DMV ID?	Yes
For the last twelve months, has your parent owned or operated a motor vehicle registered in Virginia?	Yes
For the last twelve months, has your parent been registered to vote in Virginia?	Yes

Done

Internet

100%

Then click the **Continue** button.

Then click the **Submit Application** button only once.

When the process is complete, you will receive confirmation that your application has been submitted successfully with the College and term information. Click '**Continue**' on each page for the following information:

- Official Student Information **SIS ID**
- **UserName**
- **Tuition classification:** In-State or Out-of-State
- **Special notices:** Additional documentation maybe needed—parent's signature page.

What you should do if you are unable to submit an application online or if you have received an error message when trying to apply with the online application.

- Contact the Admissions and Records Office for assistance at (276) 223 - 4701 or (276) 223 - 4759.
- Submit a hard copy of the application for admission to any campus.