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.)

- 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

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.
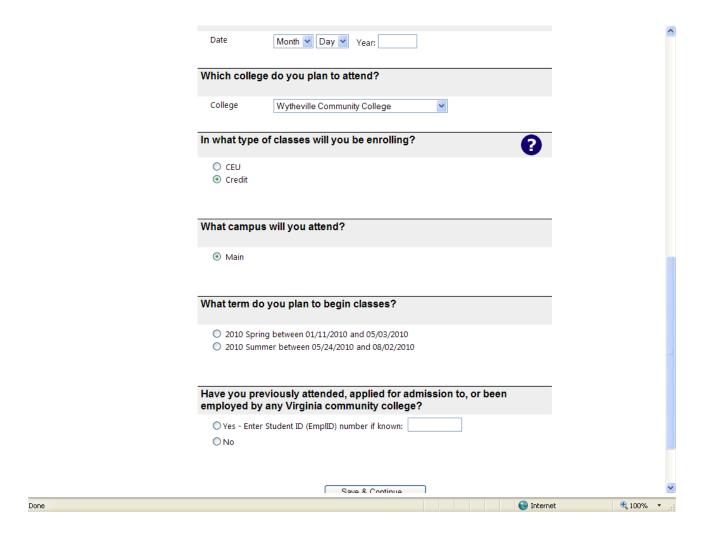
<u>Campus</u>

- Main

<u>Term</u>

- 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.
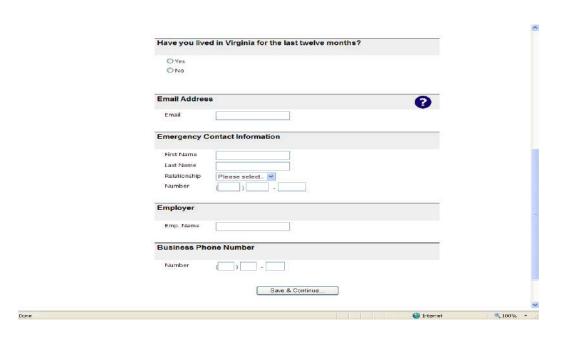
Click **Save and Continue**

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.
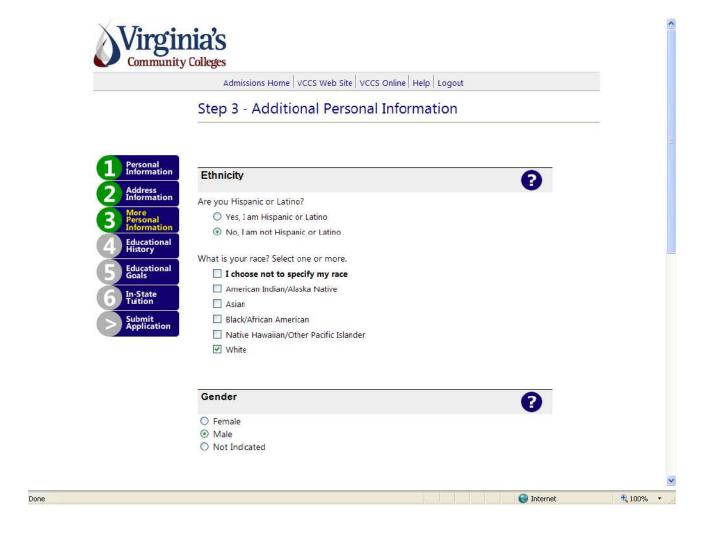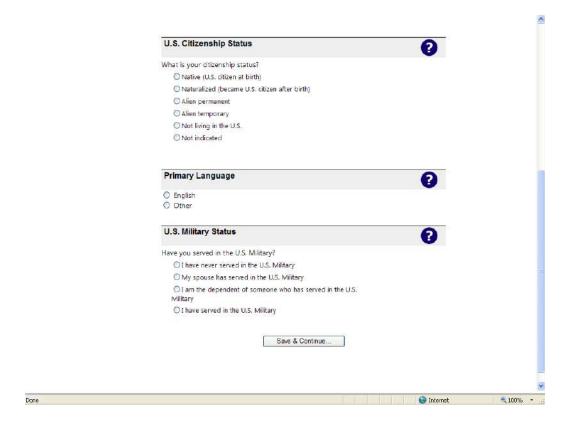- **Save and continue**.

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.

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
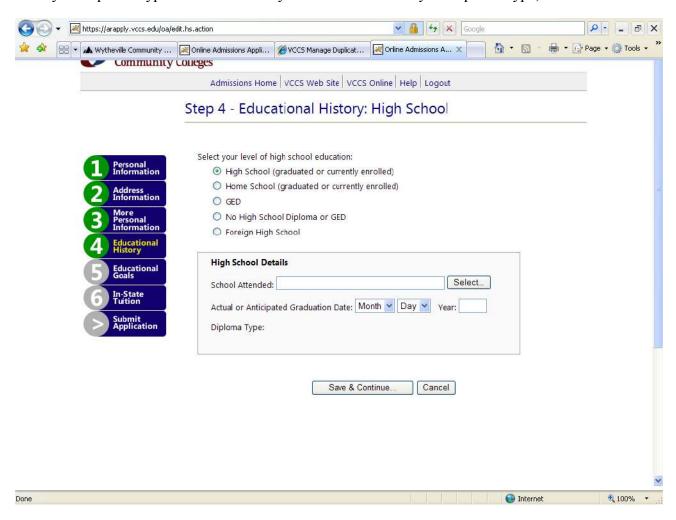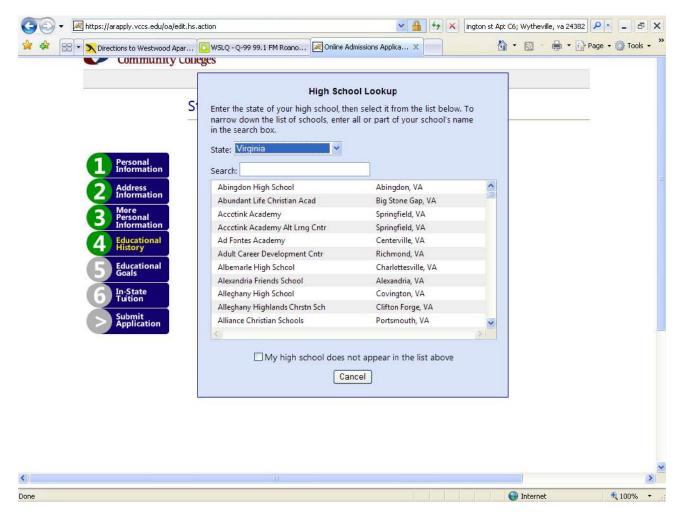
[Save & Continue...]

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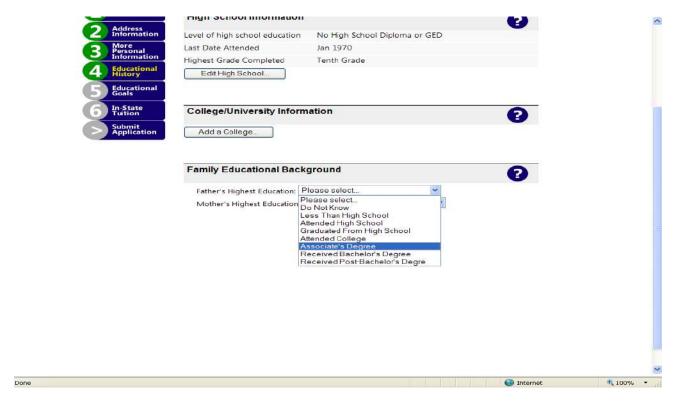
Add a College: You do not need to add Wytheville Community College

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'.
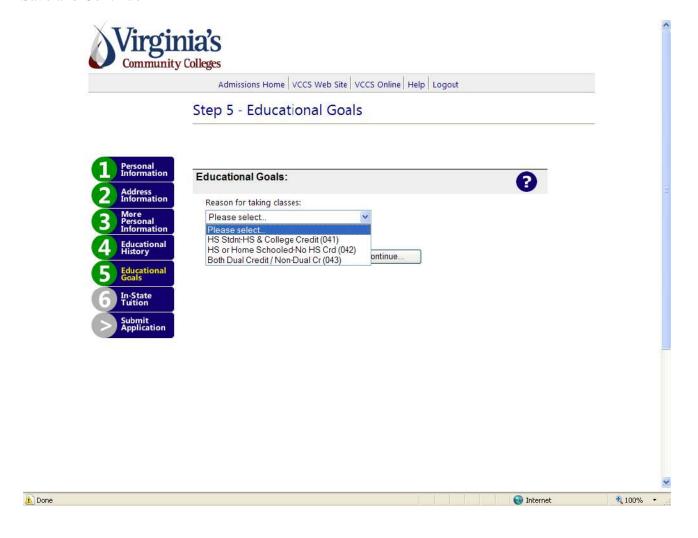
Step 5: Educational Goals

Reason for taking classes:

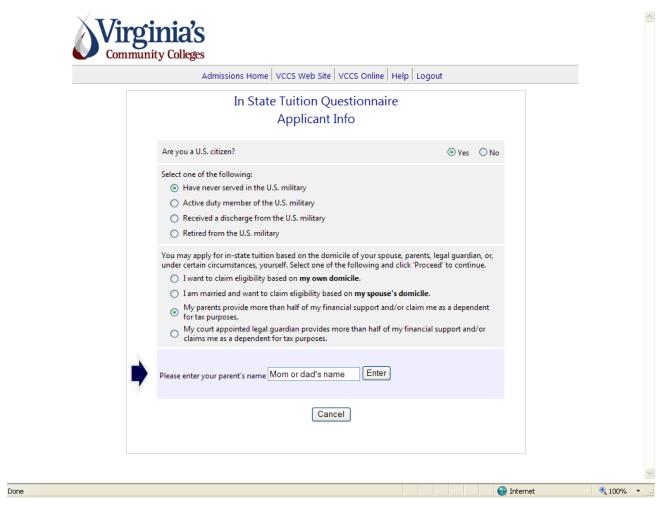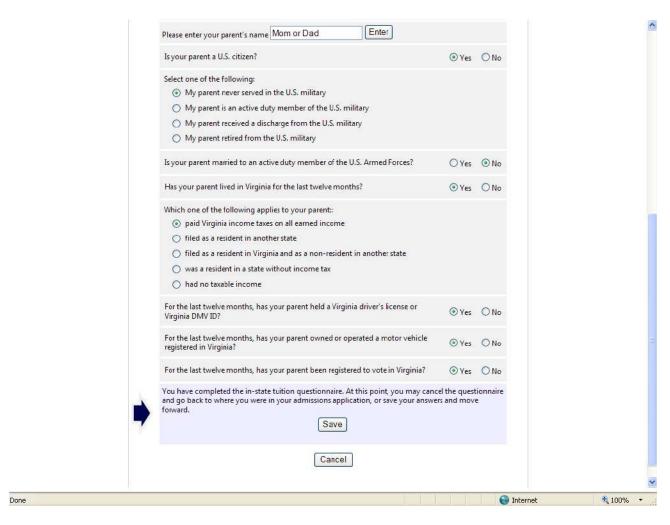Select the top choice: HS Stdnt-HS & College Credit (041)

Save and Continue
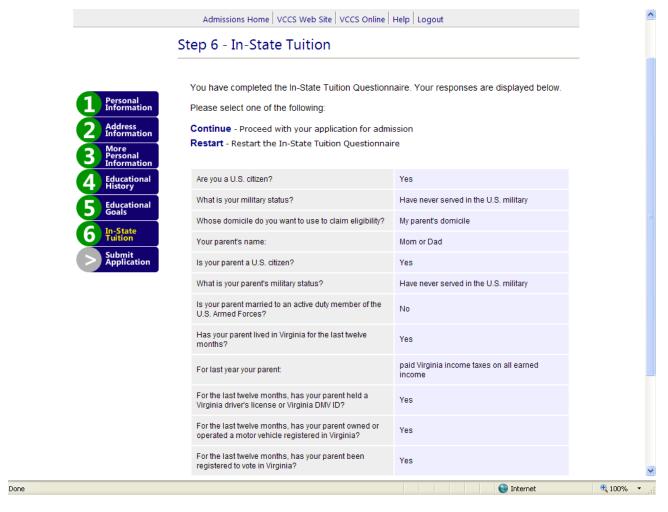
Step 6: In-State Tution

Click: Apply

Answer all the questions.

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

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

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.