The information below applies to dual-credit students (high school students who enroll in a college-level course and receive simultaneous academic credit for the course from both the college and the high school) and early enrollment students (high school students who enroll in a college-level course and receive academic credit only from the college).

**APPLY TO WEATHERFORD COLLEGE:** Go to www.applytexas.org. (The student’s social security number is required to process the WC application.) Create an account and then complete the entire 6-page application for two-year colleges and submit. Instruction sheet included in packet. Please select “early admission” major and complete the FERPA acknowledgement.

**COMPLETE A SUBSTITUTE FORM W-9S:** Request for Student’s Taxpayer Identification Number or Social Security Number https://www.wc.edu/early-admissions-dual-credit.

**GET A CURRENT COPY OF YOUR HIGH SCHOOL OR HOME SCHOOL TRANSCRIPT.**

**COMPLETE PLACEMENT TESTING** (if required). Check with your counselor regarding college readiness eligibility. TSI testing can be scheduled through the Weatherford College Testing Center at 817-598-6383 or possibly at your high school location.

**ENROLL IN CLASSES WITH WEATHERFORD COLLEGE.** Your high school counselor completes your high school schedule; it is YOUR responsibility to register with Weatherford College. You can enroll, pay, and check your records in your MyWC account: https://mywc.wc.edu/ics.

- Your login information was emailed to you after you completed your Apply Texas Application. Please contact Tech Services (817-598-6364) or the dual credit office (817-598-8818) if you have any trouble with your login.

**MAKE PAYMENTS OR SET UP PAYMENT PLANS.** These can be arranged online through the student’s MyWC account (https://mywc.wc.edu/ics/). Payments in full can also be made at your local WC Educational Center (cash, check, credit card) or by calling the WC Business office (credit/debit card only) at 817-598-6265.

- If would like to be considered for a need-based Dual Enrollment Grant (DEG), please fill out the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA). Eligible students may be awarded up to 6 hours of in-district tuition each fall and spring semester to cover tuition costs for dual credit classes. The grant does not cover lab fees or textbooks.

**PURCHASE OR RENT TEXTBOOKS** (required for all WC courses). Textbooks can be purchased at the WC Bookstore (Weatherford Campus – 817-598-6286 or Wise County Campus – 940-626-3259) in person, by phone, or online at www.weatherfordbooks.com.

**Students who would like to REQUEST ACCOMMODATIONS** under the ADA (Americans with Disabilities Act) should contact the WC Disabilities Accommodations office: Dawn Kahlen, dkahlen@wc.edu or 817-598-6350. Please note that these accommodations may not be the same accommodations afforded to you under the IDEA (Individuals with Disabilities Education Act) laws that are used at the high school level.

Early enrollment students must maintain a minimum grade of a “C” or higher in each course in order to maintain Satisfactory academic progress (SAP) and/or to remain currently enrolled. Not maintaining SAP may impact financial aid eligibility after high school graduation.
Apply Texas Instructions for Dual-Credit Students

1. Create an account. Click "Get Started."

"My Profile" Tab
2. Complete required fields (Grade Level is high school grade level when taking college classes). **You must complete all steps listed below.**

   Apply Texas Username:
   Apply Texas Password:

"My Applications" Tab
4. Create a new 2-year-college admissions application.
5. Select Weatherford College-Weatherford.
6. **IMPORTANT:** Select YES (you are completing this application to apply for dual credit or concurrent enrollment at this institution while still in high school).
7. Select the semester.
8. Select AA-Early Admissions. Do NOT select a second choice major. Upon selecting Early Admissions major, you will be prompted to select an **area of interest**; please select an area from one of the choices listed. For Academic courses, select ACADEMIC TRANSFER. If planning to enroll in only Technical/Workforce courses, please choose the appropriate subject (ex: AUTOMOTIVE, WELDING). *Courses obtained in technical dual credit may not transfer to a university toward a four-year degree.

9. **Biographical Information:** Complete and verify application questions. **IMPORTANT:** If you do not provide your (the student’s) social security number, your application WILL NOT be processed.

10. **Educational Background:** Find your high school and enter graduation date; leave college blank.

11. **Educational Information:** Admission Basis (applicable choice) and Reason Attending (Choose either Earn Associates Degree or Earn Credits for Transfer.)

12. **Residency Information:** Residency of a student is determined by parent or legal guardian residence; answer residency questions accordingly.

13. **Extracurricular and Volunteer Activities:** optional questions

14. **Custom Questions for this Institution:** Answer these questions, save and acknowledge. **IMPORTANT:** This information is required:
   - W9S Form: Complete Request for Student’s Taxpayer Identification Number
   - FERPA Release questions: Choose which records you wish to make available; save.
   - Enter names of individuals granted access to information (parents, legal guardians, etc.).

15. **Certification of Information:** Verify enter password, save and proceed, Submit Now.

Application ID:

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**Additional Contact Information**

| OFFICE                | Weatherford Campus | WC Wise County | Education Center – Granbury | Education Center – Mineral Wells |
|-----------------------|-------------------|----------------|-----------------------------|---------------------------------
| Student Services      | 817-598-6241      | 940-627-2690  | 817-598-6339                 | 940-325-2591                    |
| Testing Center        | 817-598-6333      | 940-626-3247  | 817-598-6339                 | 940-325-2591                    |
| Business Office       | 817-598-6265      | 940-626-3234  | 817-598-6339                 | 940-325-2591                    |
| Bookstore             | 817-598-6286      | 940-626-3259  | 817-598-6286 (Weatherford campus) | 817-598-6286 (Weatherford campus) |
| Technology Services   | 817-598-6364      | 940-626-3249  | 817-598-6364 (Weatherford campus) | 817-598-6364 (Weatherford campus) |
| Dual Credit Questions | 817-589-8818      | 940-627-2690  | 817-598-6339                 | 817-598-8818 (Weatherford campus) |
Office of Disabilities and Dual-Enrollment Courses

High School vs. College...What’s the Difference?

*High School = IDEA (Individuals with Disabilities Education Act)*

Students with disabilities who come directly to Weatherford College from high school probably participated in program modifications designed to assure some form of success at the secondary school level. These modifications were provided under the IDEA Act, or Individuals With Disabilities Education Act. **IDEA does not apply to post-secondary education.**

*College = Section 504 Subpart E*

Section 504[Subpart E] of the Rehabilitation Act of 1973 applies to any college or university that receives federal funds in any program, and states that students will not be discriminated against because of their disability. Section 504, Subpart E, also guarantees access for students in post-secondary education, but does not guarantee success.

*ADA=Americans with Disabilities Act*

The Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, was enacted on July 26, 1990 (most recently amended in 2008), to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities.

Students with Disabilities at Weatherford College

The Office of Disabilities at Weatherford College provides support services for disabling conditions such as learning disabilities, physical disabilities, ADD/ADHD, autism spectrum disorders and psychological/neurological disorders in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Weatherford College students, including dual enrollment students, are expected to self-report their disabilities to the Office of Disabilities and complete accommodation requests before the beginning of each semester.

If you are a dual-enrollment student with a disability, please do the following:

- Obtain a copy of your Full and Individual Evaluation (FIE) from your high school, or provide a letter or report from your physician, on letterhead, describing your disability and how this affects you in the college classroom.

- Contact our office at 817-598-6350 to arrange an appointment for us to meet with you, review your FIE and/or medical paperwork and complete the necessary paperwork to request accommodations.