

# 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.)



[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:	<input type="text"/>
*Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
*User Name:	<input type="text"/>
*Password:	<input type="password"/>

- 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

Virginia's  
Community Colleges

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

### Step 1 - Personal Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- > Submit Application

#### Name

Enter official name using upper and lower case letters.

Prefix

First

Middle (Full)

Last

Suffix

#### Social Security Number

My SSN is  -  -   
(re-enter)  -  -

I do not wish to provide my SSN at this time.

#### Former Name (If Applicable)

First

Middle (Full)

### 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

**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

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

Admissions Home | VCCS Web Site | VCCS Online | Help | Logout

### 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.

**Virginia's**  
Community Colleges

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

### 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 in yellow), 5 Educational Goals, 6 In-State Tuition, and a Submit Application button. The main content area is titled "Step 4 - Educational History: High School" and contains the following form elements:

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

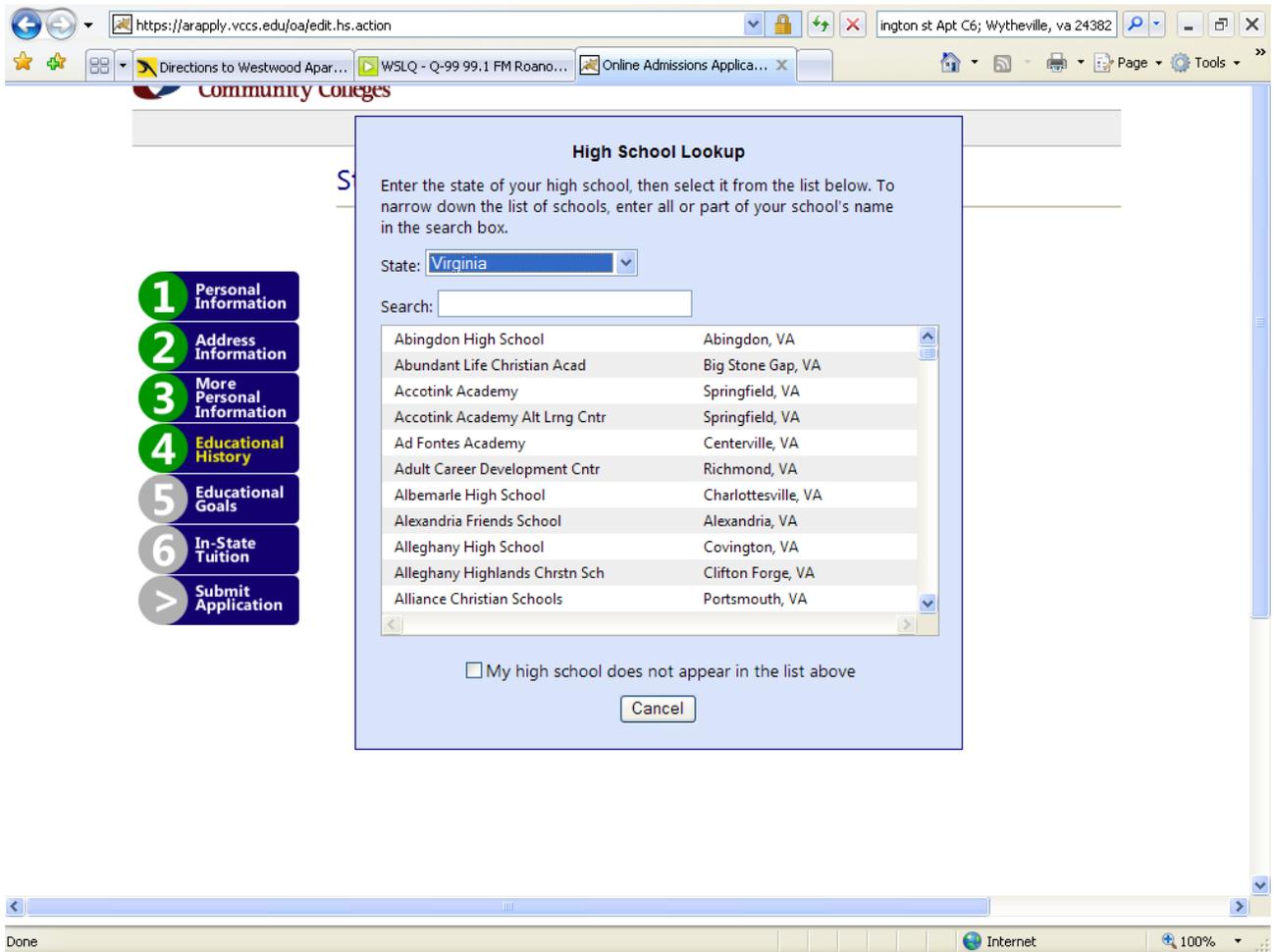
**High School Details**

School Attended:

Actual or Anticipated Graduation Date: Month  Day  Year:

Diploma Type:

The browser's taskbar at the bottom shows "Done" on the left and "Internet" with a 100% zoom level on the right.



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'.

The screenshot shows a web application interface with a sidebar on the left containing navigation buttons: 2 Address Information, 3 More Personal Information, 4 Educational History (highlighted), 5 Educational Goals, 6 In-State Tuition, and > Submit Application. The main content area has three sections: 'High School Information' with fields for 'Level of high school education' (No High School Diploma or GED), 'Last Date Attended' (Jan 1970), and 'Highest Grade Completed' (Tenth Grade), plus an 'Edit High School...' button; 'College/University Information' with an 'Add a College...' button; and 'Family Educational Background' with two dropdown menus. The 'Mother's Highest Education' dropdown is open, showing options: Please select..., Do Not Know, Less Than High School, Attended High School, Graduated From High School, Attended College, Associate's Degree (highlighted), Received Bachelor's Degree, and Received Post-Bachelor's Degree. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom.

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	
<a href="#">Add a College...</a>	

Family Educational Background	
Father's Highest Education:	Please select...
Mother's Highest Education:	<ul style="list-style-type: none"><li>Please select...</li><li>Do Not Know</li><li>Less Than High School</li><li>Attended High School</li><li>Graduated From High School</li><li>Attended College</li><li><b>Associate's Degree</b></li><li>Received Bachelor's Degree</li><li>Received Post-Bachelor's Degree</li></ul>

## 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 application portal. At the top left is the logo for Virginia's Community Colleges. A navigation bar contains links for Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. The main heading is "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 yellow), 6 In-State Tuition, and a Submit Application button. The main content area is titled "Educational Goals:" and contains a dropdown menu for "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 Windows taskbar with a "Done" notification, an "Internet" browser icon, and a 100% zoom level.

## Step 6: In-State Tuition

Click: Apply

Answer all the questions.

The screenshot shows a web browser window displaying the "In State Tuition Questionnaire Applicant Info" form. The form is titled "In State Tuition Questionnaire Applicant Info" and is part of the Virginia's Community Colleges website. The navigation bar includes links for "Admissions Home", "VCCS Web Site", "VCCS Online", "Help", and "Logout".

The form contains the following sections:

- Are you a U.S. citizen?** with radio buttons for "Yes" (selected) and "No".
- Select one of the following:** with radio buttons for:
  - 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
  - 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.** with radio buttons for:
  - 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)
  - 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** with a text box containing "Mom or dad's name" and an "Enter" button.
- A "Cancel" button.

The browser window shows "Done" in the address bar, "Internet" in the status bar, and "100%" zoom level.

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.



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.