



Welcome to the Wallace Community College Dual Enrollment Program! We are delighted you have chosen our program to get a jump-start on your college education. Please proceed with the application process as listed below. **If you have any questions or concerns at any time throughout this process, please contact our office at 556-2423 or [dualenrollment@wallace.edu](mailto:dualenrollment@wallace.edu)**

### New Students

**Step 1:** Student completes the online application to the College (Click “Apply Now” on WCC Website or [www.wallace.edu/apply](http://www.wallace.edu/apply))

**Step 2:** Student starts the DE application located at <https://www.wallace.edu/dualenrollment>

- Student must create an account for this form. Use your official name (not nicknames) when creating your account.
  - **Use your personal email, not your school nor parent’s email, as you will receive a series of emails once you begin this process.**
- Check your email regularly for updates.
- Must submit Current Photo ID

**Step 3:** Check Online Schedule (WCC Website when published each term)

**Step 4:** Register (See Registration Note Below)

### Returning Students

**Note: Students who sit out more than TWO consecutive semesters must begin the process again as a NEW student not returning.**

**Step 1:** Student starts the DE application located at <https://www.wallace.edu/dualenrollment>

- Start a NEW application for the NEW school year using your GovNET login information.
- If you have forgotten your password, contact the WCC Technology Helpdesk by phone (334.556.2464) or in person.

**Step 2:** Check Online Schedule (WCC Website when published each term)

**Step 3:** Register (See Registration Note Below)

#### Registration Note:

- If your school requires you to register at a specific site: work with your counselor on publicized date/times.
- If at WCC site: register online through myWCC account online when registration dates open.
  - Note: Students will only be permitted to register for the specific approved class(es) listed on the Statement of Eligibility Form submitted during the application process. If a change must be made to these course selections, it must be initiated with the high school counselor FIRST for a revision.