

## Fall 2023 Online Dual Credit Reference Guide

Thank you for your interest in offering Online Dual Credit coursework to your students with Wayne State College.

- **Courses Available:**
  - *ART 230 Graphic Design I-3 credit hours*
  - *BUS 122 Personal Finance in Modern Society-3 credit hours*
  - *CNA 100 Principles of Human Communication-3 credit hours*
  - *PED 103 Physical Health and Wellbeing-3 credit hours*
  - *SPA 110 Elementary Spanish I-3 credit hours*
- **Cost:** Our tuition rate is \$49 per credit hour
- **Materials:** e-textbooks and materials are provided at **no extra cost**.

## Steps and Timeline for Fall 2023

We will follow a slightly different timeline for our Online Dual Credit courses. ***All Online Dual Credit Courses will begin on August 21, 2023.***

- **April 10-June 1:** WSC Application/Course Selection window for all schools
- **August 1-August 17:** WSC Application/Course Selection window for all schools
  - ★ ***All students must apply by August 17***
- **August 14-17:** Student receive an email with details about the course login and materials.
- **August 21:** Online Dual Credit courses begin. Final rosters will be verified by instructors.
- **September 15:** Final bills available for self-paying Dual Credit students within the WildcatsOnline system. WSC Student Financial Services office sends reminders to those with account balances.
- **September 29:** Final grade rosters are frozen for all Dual Credit students. **Students who drop a course after this date will receive a "W" for a grade and will still be responsible for the charges.**

## The WSC Application

The WSC application is a one-step process where students can select courses within the online application to Wayne State. Therefore, **students who have taken WSC dual credit courses previously must reapply to select Fall courses.** Please encourage your students to use their **legal name** when applying. Though not required, it is beneficial for students to include their **social security number** when completing the application. This is necessary for requesting a transcript and for the Student Financial Services Department.

Once the student submits the page where they indicate their current high school, they will be taken to a screen customized to your school. On that screen, the student will be presented with a checkbox menu of Dual Credit courses offered at your school. They will select courses and indicate if they intend to apply for the ACE scholarship then.

Step-by-step instructions for students on how to access and complete the WSC application are available.

Upon completion of the WSC application, a customized communication will automatically be sent via email to the student (and parent email address) that provides information about WSC Dual Credit courses and details next steps (including how to apply for ACE, payment instructions, etc.)

## Course Rosters and Enrolling Students

WSC's registration process is essentially a three-stage process between school counselors and WSC:

1. **Initial/unofficial roster verification:** As your student enrolls in an online course, we will communicate to ensure all students have applied and enrolled accurately.

*Nebraska State College System ([NSCS policy 4420](#)) requires that dual enrollment students typically meet several criteria: junior or senior status; carefully selected and recommended by high school staff; and have GPA, class rank, and/or ACT scores that indicate academic aptitude. WSC will send final unofficial rosters to partner schools. You will need to reply from your school email (acting as a signature proxy) with a statement that all students have been vetted for likelihood of academic success in the corresponding courses.*

2. **Registering students for courses:** Once we have verified all students have applied to WSC, we will enroll the students in the appropriate course. Course registrations should be completed and verified by August 17.
3. **Final roster verification:** Official course rosters will be verified by WSC faculty teaching the course and sent to school counselors for verification of their students after the course has begun on August 21.

## Billing and Payment

The Dual Credit tuition rate is \$49 per credit hour.

**Students who indicate that they will apply for the ACE Scholarship** will receive an automated follow-up email after they complete the WSC application that includes a link and instructions on how to apply for ACE. A note will be added to the student account within WSC, and the student will not be charged for their Dual Credit course registration. If ACE is not awarded or the award amount does not cover the student's bill, a charge will be processed as described below.

**Students who attend a high school that pays Dual Credit tuition** will receive notification that no payment is necessary, and a note will be added to their account within the WSC system to expect payment from the partner high school/ESU. No changes in billing and payment processes are expected in situations where we bill the partner for Dual Credit tuition.

**Students who are responsible for paying their own tuition** will receive an automated email explaining that billing and payment information will be available through the WildcatsOnline portal (which they can access using their WSC login credentials.) Charges will be calculated based on course registration, and therefore not posted until the completion of Step 2 of the Rosters and Enrollment process described above. To reduce the number of changes to charges, students are not encouraged to pay until final roster verification is complete. Students will be able to pay online or send checks. Payment instructions are available. The WSC Student Financial Services office will send paper invoices to the permanent mailing address for those students who still owe balances.

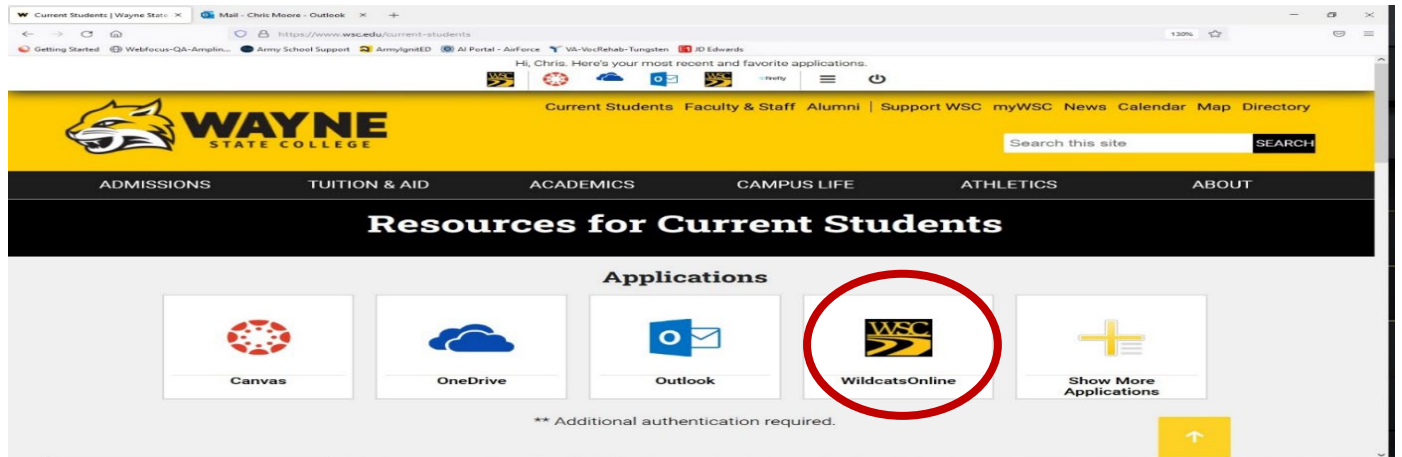
A transcript hold will be placed on any Dual Credit student with an unpaid balance on their accounts. Dual Credit students will not be issued a transcript notating the Dual Credit course work if the hold is in place. This hold may preclude the student from being admitted to or enrolling in post-secondary course work.

## WSC Payment Instructions

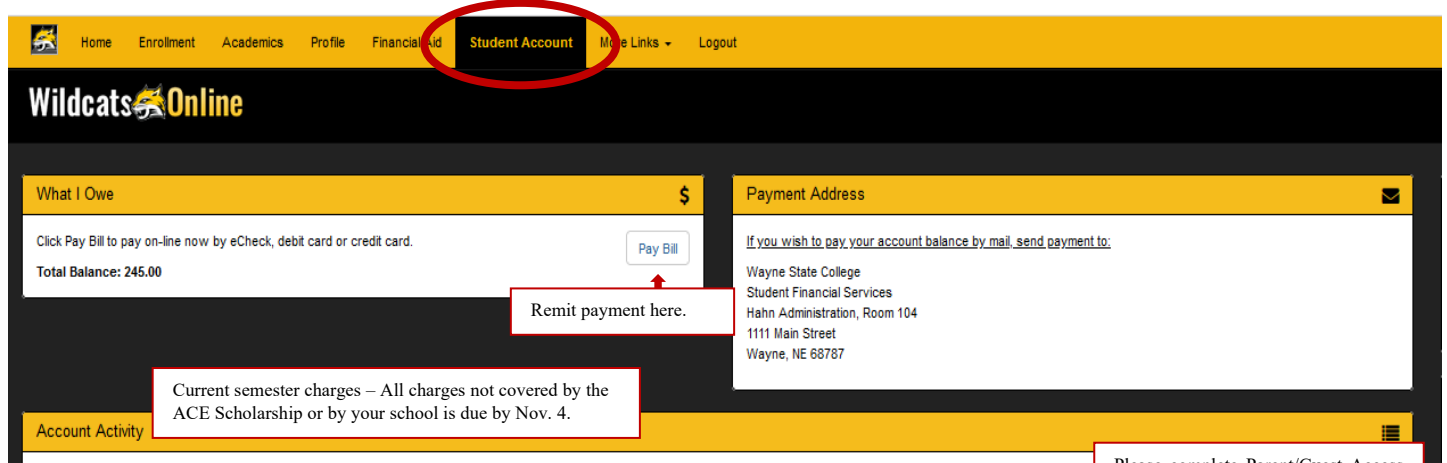
# DUAL CREDIT ACCOUNTS PAYMENT INSTRUCTIONS



GO TO [www.wsc.edu](http://www.wsc.edu) to log into “MyWSC”  
Once you are logged in – your Homepage will show multiple applications.  
Select WildCats Online from the application choices.



PLEASE SELECT THE STUDENT ACCOUNT TAB – Here you will see the charges for your tuition and fees for the current term.



Please complete Parent/Guest Access so Student Financial Services may visit with your parents concerning your account. Click [here](#) or scan the QR code below to view a video on how to sign up!



Contact Student Financial Services at 402-375-7229 if you have any questions.



# Dual Credit

## Transcript Information

**Transcripts:** Graduating high school students attending a college or university other than Wayne State College will need to submit a request to have a transcript sent electronically. Students can request a transcript online at:

<http://www.wsc.edu/transcripts>

### **Option 1: Login to my WildcatsOnline account**

- Academics Tab
- Order an Official Transcript

### **Option 2: Former Students**

Click on the link: [Wayne State College's Transcript Delivery Service](#)

\*This will take the student to Clearinghouse, our transcript delivery service. From there students can request a transcript be sent to the college or university of their choice.

If you have questions regarding your transcript please contact the Records & Registration Office at:

Telephone - (402) 375-7239

E-Mail - [registration@wsc.edu](mailto:registration@wsc.edu)

**Transfer of Credits:** Students should seek information from the college or university they plan to attend regarding the transfer of credit prior to enrolling in the Dual Credit Program. Most colleges and universities will accept transfer credit if a student earns a grade of "C" or better.