

ALL YELLOW SHEETS TO BE RETAINED BY STUDENT

yellow



Greeneville/Greene County Center for Higher Education
215 North College Street, Greeneville, TN 37743

Telephone: 423-798-7940
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Dual Enrollment Student Reminders

For assistance contact:

Cindy Gilland	423-798-7958
Mark Wills	423-798-7970

1. Turn all admission and dual enrollment related forms into your **Guidance Office**. (Signed and completed packets may also be submitted to the Admissions Office at the Walters State Greeneville campus Room 103).
2. Students taking a class or classes on any WSCC campus must obtain a parking hang tag at the beginning of the term and appropriately display the tag in their vehicle.
3. Refer to the provided tuition payment dates and pay fees by tuition deadline to prevent deletion of your class schedule.
4. If eligible for fee discount as a dependent of a public school teacher, state employee, TN Board of Regents, or UT system, submit fee waiver/discount form with all authorization signatures on or after July 1, for fall term.
5. Textbooks available through the WSCC Bookstore (financial assistance with textbooks should be initiated through your guidance office).
6. Be familiar with and have on hand the WSCC Academic Calendar as this is not the same as your high school calendar and your class or classes will follow these dates.
7. Sign up online for Senators Emergency Text (SET) at <http://ws.edu/set/>. This service will alert you of official school closings and other emergency notices.
8. Sign up for Dual Enrollment text messaging service pertaining to the WSCC Greeneville/Greene County Campus at <https://www.remind101.com/join/dewsgc>.

**ACADEMIC CALENDAR
FALL SEMESTER 2014**

April 7– August 29	StarNET System available for registration.
August 15	Tuition/ Fees due by 4 pm
August 25	Classes Begin
August 29	Late registration/adding of additional courses ends.
September 1	Labor Day Holiday (college closed)
October 13-14	Fall break no classes (college open)
November 5	Last day to drop a course or withdraw from college. Last day for students to make up incomplete(s) grades from Spring or Summer semester 2014.
November 10	Spring 2015 registration begins
November 12	Last day for instructors to turn in grade change form to their Division Dean for incomplete grades given Spring or Summer semester 2014.
November 26-30	Thanksgiving Holiday (college closed 27-28)
December 5	Fall Classes End
December 8-12	Final examinations for Fall Classes
December 11	Nurses Pinning
December 12	Fall Commencement
December 15	All grades loaded in BANNER 9:00am Faculty grade verification sign sheets due in the student records office

***December 24, 2014- January 2, 2015 Christmas Holiday (Campus Closed)**



NOTE: This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather loss of utility services or orders by federal or state agencies.


(Please See Reverse Side for How To Go To Class)

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HOW TO GO TO CLASS

1. Begin by starting up your browser and going to ws.edu (which is the homepage for Walters State).
2. From the WSCC homepage, click on the "Online WS" logo at the top of the page. You will see that the URL address where you now are is  online.ws.edu.
3. After clicking on the "Online WS" logo, click on the eLearn logo on the right side of the page. You will see that the URL address where you are now is  eLearn.ws.edu.
4. When you arrive at the WSCC eLearn log in page the first line is "You must activate your account before you will be able to log into eLearn". Click on "activate your account". You will be taken to a page where you can activate your WSCC student account.
5. At the "Account Activation and Password Reset" page, fill in the information requested:
 - If you do not know your StarNET ID, click on the Find My Account Information.
 - Enter your First name, Last Name and last four or your Social Security number and birth date in MMDDYY format. Click Submit
 - A screen will come up for identifying your StarNET ID which always begins with a W and your WS ID (usually first initial, middle initial and last name). Write down your StarNET ID. The bottom line on the screen will be "If you have not yet activated your account, you must Activate Your Account before use". Click on Activate Your Account.
 - Type the StarNET ID, First Name, Last Name and birth date in MMDDYY format.
 - Create a password (must have at least eight characters) re-enter the password to confirm the password.
 - Click SUBMIT.

If you have been successful, you will see information in green. Here, you are given information about your username and password and account activation.
6. If you were not able to activate your account, please call the WSCC Computer HelpDesk (423.318.2742). The WSCC Computer HelpDesk is open Monday through Thursday, 8:00am until 9:30pm, and on Friday from 8:00 am until 4:30 pm.
7. WSCC has a very helpful Helpdesk website that you may visit for many of your frequently asked questions, for a video explaining how to activate your account (described above), and for other WSCC technology. Visit the HelpDesk website at www.ws.edu/helpdesk.
8. Go back to the eLearn log in page eLearn.ws.edu to log into eLearn. If you would like to familiarize yourself with the eLearn website, look down below the username and password boxes, and you will see "Student Guide to eLearn". Click on this and you will find directions on how to use eLearn.
9. At the eLearn log-in page, your username is your first initial, middle initial, last name. For example, if your name is John B. Smith, your WSCC computer username is "jbsmith" (without the quotation marks). If you have no middle initial, use "x" as your middle initial. Your username might also contain a digit at the end.
10. Type in your username; type in your password.
11. Click "Login" or hit ENTER on your keyboard.
12. You are now at the eLearn HomePage.
13. Scroll down the page until you see "My Courses".
14. Underneath that, you should see "Fall Term 2014."
15. When you see the  icon to the far right of "Fall Term 2014," you can click on it to expand the list of courses you are enrolled in for this term/semester. You should now see a list of all courses you are enrolled in for the Fall term of 2014. You will not see these classes until after the first day of classes (Monday, August 25, 2014) unless you are in a class where the instructor has opened the class for you early.
16. Click on the name of the class to enter the class. Begin by reading the information at the Course Home page of the course you have entered.
17. Welcome to class!

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Fall 2014 FEE PAYMENT CALENDAR

July 21 Fee assessment available through STARNET.

Student may begin **paying in full** on-line through STARNET or in person at any campus.

If you Registered/Added classes:	Fees due by:
April 7 – August 15	4:00 pm on August 15
August 16 – August 22	4:00 pm on August 22
*August 23 – August 29	4:00 pm on September 3

*\$25.00 late fee assessed beginning August 25th.

QuikPay Deferred Payment Plan Options

Offered by WSCC but sponsored and processed by NBS

Enrollment period : July 21 to 4:00 pm September 3

Students must enroll through STARNET.

\$25.00 enrollment fee. \$100.00 minimum account balance required.

Enrollment Period	Payment due at time of enrollment	Number of Installments	Installment Due Dates
July 21 – Aug 5	25%	3	Sep 5, Oct 5, Nov 5
Aug 6 – Aug 20	50%	2	Sept 20, Oct 20
Aug 21 – Sep 3	50%	2	Oct 5, Nov 5

- Enroll via STARNET. Log into STARNET, select Student Menu, select Student Account, select *QuikPay* (Deferred Payment Plan). Read and follow instructions.

For more information visit the Cashier's Office at <http://www.ws.edu/student-services/cashiers-office/>



Student Services

Helping students succeed

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bookstore



Location

Room 124
College Center
(near the cafeteria)

Hours

Monday - Friday
8 a.m. - 4 p.m.

Hours are extended during the beginning of each semester to better serve our students. Please check the current "Timetable of Classes" for extended hours.

store hours

Available for purchase



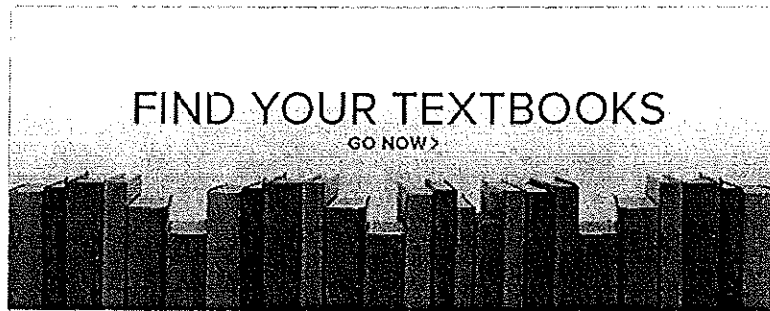
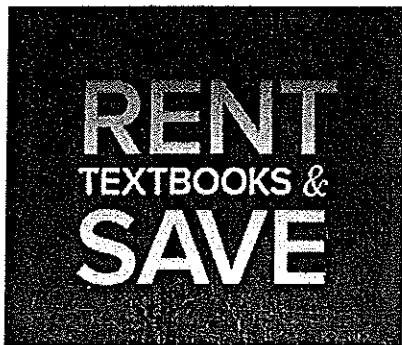
- Textbooks
- Reference Books
- Educational Supplies
- Computer Software
- WSCC Clothing
- General Sundry Items

visit us online!

Contact Us

Tom Hayden
423-585-6793

Mike Cagle
423-585-4931



FIND COURSE MATERIALS

Add your courses here to find all the textbooks you need.

TERM	DEPARTMENT	COURSE	SECTION
SPRING 2014	Select Department	Select Course	Select Section
Add More Courses >>>			
Find Your Textbooks			



You can look up more than one course at a time

Make sure you look at your schedule when you fill in the boxes