



WCTC Start College Now Application & Enrollment Checklist

Waukesha County Technical College encourages you to use the following checklist to assist you with the Start College Now application and enrollment process. ***We will do our best to accommodate course selection. However, there is no guarantee of seat availability, and students must be able to meet course prerequisites to be considered for enrollment.***

Step 1:	Pick up a Start College Now application from the Guidance or Student Services Office at your high school or print a copy at www.wctc.edu/start-college-now .
Step 2:	<p>Meet with your high school counselor to discuss how Start College Now will fit into your regular high school schedule. At this point, you should also be taking into consideration that many courses at WCTC have prerequisites. In order to be able to take a course, you MUST be able to meet any course prerequisites that might apply, including placement testing.</p> <p>To determine if a course has prerequisites:</p> <ol style="list-style-type: none">1. go to www.wctc.edu2. Hover over <i>Academics</i>, and select <i>Take a Course</i>3. Click on <i>Course Search</i>4. Type in the name or course number (i.e. English Composition I or 801-136) and select the appropriate semester. <p><i>Please note: If the appropriate semester is not an option, this means that course offerings for that semester are not yet viewable, but you can select a different semester for the purposes of viewing course prerequisites. Just know that the schedule may vary.</i></p>
Step 3:	Submit your application to your high school counselor for school board approval by the appropriate deadline (March 1st for fall semester classes and October 1st for spring semester classes).
Step 4:	After your application is reviewed by the school board, it will be returned to you, identifying the courses you have been approved to take. Email a copy of the approved application (both sides) to WCTC's Early College Opportunities office at eco@wctc.edu . DO NOT assume that your school district is doing it for you.
Step 5:	A WCTC dual credit specialist will confirm receipt of your approved application via email, and notifying you of your next steps. For instance, certain courses such as Nursing Assistant, Emergency Medical Technician, and Firefighter I have additional requirements, including additional paperwork and/or mandatory orientation sessions. You will receive more detailed information about these requirements (if applicable) in the email.

Step 6:	Send the dual credit specialist the 5-digit CRNs of all courses you wish to take. YOU MUST WORK WITH YOUR HIGH SCHOOL COUNSELOR TO ENSURE THAT YOUR SELECTIONS WILL NOT CONFLICT WITH YOUR HIGH SCHOOL, EXTRACURRICULAR, OR PERSONAL SCHEDULE. Registration is based upon seat availability. The dual credit specialist will provide more details about registration throughout this process, based upon the specific course(s) you wish to take.
Step 7:	After registration is complete, your dual credit specialist will confirm your registration, provide your schedule, and provide additional instructions as needed. This email will include information about acquiring your books and instructions for how to access WCTC technology.
Step 8:	Share your schedule with your high school counselor and confirm that the courses you have selected do not conflict with your high school courses and/or extracurricular activities.
Step 9:	Start your course(s)! You are expected to follow WCTC guidelines regarding attendance and conduct as stipulated in the WCTC Student Handbook. You also must abide by the WCTC school calendar. At the end of each term, your final grades will be sent to your school district. PLEASE BE AWARE THAT YOUR SCHOOL DISTRICT MAY ASK YOU TO PAY THEM BACK FOR COURSES THAT YOU DO NOT SUCCESSFULLY COMPLETE.

Please Note: Students who require accommodations should contact the WCTC Student Accessibility Office at 262.691.5318 prior to starting the course.