

# WALLACE STATE HANCEVILLE



**Advising**  
**Counseling**  
**Testing**  
**Intervening**  
**Orienting**  
**Networking**

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WALLACE STATE COMMUNITY COLLEGE

## Guide for New Students

**ACTION Center**



Welcome to...



Wallace State  
Community College

**Grade Point Average:** the translation of letter grades to a numerical average.

**Hold:** an official action taken by the college to halt student registration and receipt of grades and transcripts.

**PIN:** personal identification number that is required for on-line registration, degree plan, and grade access.

**Prerequisite:** requirement that must be completed before taking a specific course or program.

**Reference Number:** the five digit number in the schedule of class offerings that is used to identify a specific course.

**Registration:** the process of enrolling in courses the semester before they are taught.

**Required Courses:** courses that must be taken to complete requirements for general studies, majors, or minors.

**Semester:** the academic year is divided into two 15-week semester terms and one 10-week summer semester.

**Transcript:** the official record of a student's academic work at the college.

## Important **Terms to Remember**

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**ACTION Center:** a center for academic advising, career exploration and counseling, testing, and new student orientation programs.

**Advisor:** the faculty member or a professional employee by the college to assist students with academic and related matters.

**Audit:** paying fees to attend classes and not receiving credit or a grade.

**Closed Class:** a class that has been filled with the maximum number of students for the semester.

**Credit (hours):** the amount of academic work scheduled or “carried” by a student is measured in terms of credit hours.

**Curriculum:** courses that make up the requirements for a certain degree.

**Elective:** a course that is not specified in a student’s major or general studies curriculum.

**Full-Time Student:** a student registered in 12 hours or more for a semester.

## Welcome to the Lion’s Pride New Student Information Session!

Whether your background includes prior college credit, work, military, parenting experiences, high school diploma or GED, you will find new challenges, opportunities, and rewards at Wallace State Community College. This booklet answers some frequently asked questions about the getting started process.

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## What is the **First Step**?

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### **College Credit Courses**

Wallace State Community College offers courses which may be applicable to degree or certificate programs here and/or transferable to a four-year college. You will learn more about these options during the Lions Pride New Student Session, the Freshman Orientation course, and through the advising relationship you establish with your academic advisor.

Listed below are the different steps you may need to complete in order to enroll in credit classes as a new student. We encourage you to use this checklist by marking the items that apply to you. Remember that not everyone will have to complete all of these steps. If you need additional assistance you should consult with your advisor.

### **Admission Requirements:**

Each individual is required to complete the following Admission's requirements prior to registration. Please follow up with the Office of Admission's to ensure clear status for registration.

- \_\_\_ 1. Completed WSCC application and residency form.
- \_\_\_ 2. Primary form of Photo identification or secondary form of identification.
- \_\_\_ 3. Official copy of high school transcript or copy of GED results.
- \_\_\_ 4. Previous college transcript(s).
- \_\_\_ 5. Compass and/or ACT or SAT Test Scores.
- \_\_\_ 6. If male (age 18-26), Selected Service Number.

### 6. How do I add a class?

**You must complete a change of schedule form in the Office of Admissions/Records or follow the link for registration on the Wallace State website: [www.wallacestate.edu](http://www.wallacestate.edu) within the timeframe published in the semester schedule.**

### 7. What resources are available to help me decide on a major? **There are academic advisors and career counselors located in the ACTION Center.**

### 8. Do I have to go to class? Certainly!

**Follow the course syllabus regarding the appropriate policy for your department on attendance.**

## Frequently Asked Questions & Answers

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### 1. How do I register online?

**Follow the registration links on our website: [www.wallacestate.edu](http://www.wallacestate.edu)**

### 2. How do I get a tutor?

**You may contact the Tutorial Lab at 256-352-8075.**

### 3. Where do I buy textbooks?

**Our WSCC campus bookstore is located directly across the street from our Library or you can call 256-352-8100.**

### 4. How do I completely withdraw from school?

**You need to complete a withdrawal form in the Office of Admissions/Records within the published dates in the semester schedule.**

### 5. How do I drop a class?

**You need to complete a change of schedule form in the Office of Admissions/Records within the published dates in the semester schedule.**

### Orientation:

\_\_\_\_\_ Attend your assigned Lion's Pride Orientation Session

\_\_\_\_\_ New students must enroll in one of the Freshman Orientation courses:

- \_\_\_\_\_ Orientation 101  
(Students enrolling in Health or Academic Programs/Courses)
- \_\_\_\_\_ WKO 101  
(Students enrolled in a Technical program)
- \_\_\_\_\_ Orientation 103  
(As determined by the COMPASS Test Scores)

\*Criteria for exemption from a Freshman Orientation course: Transfer students with a minimum of 12 semester hours, Personal Enrichment, and currently enrolled Dual Enrollment or Honor Students.

### Advising:

All students are assigned a faculty/program advisor upon application to the college. ACTION Center advisors will assist students in the development of an education planning guide and in the development of an individualized ACTION Plan. This plan will encompass education, career, and life goals and will assist students in attaining their goals. Advisors serve as a valuable resource in linking students to other campus and community resources. Students are strongly encouraged to utilize the advising services available to them.

### Registration:

Students may register via the web at [www.wallacestate.edu](http://www.wallacestate.edu) or in the Office of Admissions. In order to be authorized to register a new student must meet with an ACTION Center advisor or a faculty/program advisor for the initial schedule-building process. For additional information regarding registration refer to the current semester's schedule book.

## Do I need to take the COMPASS Placement Test?

First of all, this is not a “test” - there is NO pass or fail. Second, not everyone needs to take a placement assessment. You are exempt if:

- You have taken the ACT exam and scored a 20 or better in the individual areas of math or English **OR** you have taken the SAT and scored at least 470 on the verbal or 470 on the math **AND** you are enrolling within 3 years of high school graduation
- You already have an Associate’s degree or higher
- You are transferring college-level English and math courses with a grade of “C” or better
- You are not seeking a degree but are taking classes for personal enrichment only and have not taken over seven (7) hours of coursework
- You are in a short certificate program having no English or Math requirement
- You have completed required developmental coursework at another Alabama College System institution within the last 3 years
- You are a non-credit or audit student
- You can provide documentation of assessment (COMPASS or ASSET) within the last 3 years
- You are a transient student

## What educational options Are Available?

### Credit Transfer Options

#### A.A. degree (Associates in Arts)

##### Description

60 credit hours  
Includes WSCC  
General Education  
Core appropriate  
for transfer

##### Examples

Business  
Communications  
Liberal Arts  
\*Others

#### A.S. degree (Associates in Science)

60 or more credit  
hours includes  
WSCC General  
Education Core  
Appropriate for  
transfer

Computer Science  
Education  
Engineering  
\*Others

### Credit Career Options

#### A.A.S. (Associates in Applied Science)

60 or more credit  
includes emphasis  
on career area

Electronics  
Paralegal  
Nursing  
\*Others

### Certificate

6-39 hours  
includes specific  
coursework in major  
area usually not for  
transfer

Medical Coding  
\*Others

\*There are many other areas of study that fit the AA, AS, AAS, and Certificate programs that are not listed. The College Catalog has a complete listing of credit options. Check the course schedule for additional information.

## What type of **Student Activities & Organizations** are available?

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- Alabama Student Nurses' Association
- Ambassadors
- Campus Ministries
- Cosmetology Club
- Dental Assisting & Dental Hygiene Clubs
- Drama Club
- Human Services Club
- International Student Organization
- Intramural Athletics
- Lambda Beta
- Lex Adjutor Majus
- Mane Issue Newspaper
- Math & Physics Club
- Miss Wallace State Pageant
- Phi Beta Lambda
- Phi Theta Kappa
- Scholars Bowl
- Skills USA-VICA
- Student Government Association (SGA)
- Student Physical Therapy Organization
- Talking Hands Club
- WSCC Singers and Choir
- WSCC Show/Symphonic Band
- WSCC Pep Band

## How many semester hours **Should I Take?**

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Full-time students enroll in 12-19 credit hours or more per semester. What is right for you depends on several factors. Consider the following before you decide:

### **How much time each week will I need to spend in class and doing homework?**

For each credit hour you are taking, you will attend approximately one hour each week. You should also plan on spending another two hours on homework every week for each credit hour you are taking. Thus, you should plan on investing about nine hours each week in class time and preparation time (in a 16 week semester) for a 3-credit hour course.

### **I will be working while attending college. How will I fit school in with my work responsibilities?**

Most Wallace State students work. Schedule your time carefully: evening, weekend, internet, and hybrid as well as day course options are offered for your convenience.

### **Will my previous college credits transfer to Wallace State?**

You will need to have your transcript(s) sent to the Office of Admissions by the college(s) you previously attended. Transfer specialists will evaluate your prior coursework and send you a copy of the results so that you will know officially how your credits transfer. Courses will be transferred in based on the course requirements of your declared program of study. College credits earned in another country will need to be evaluated by a private agency before WSCC can complete its evaluation. More information may be obtained in the Office of Admissions.

## Where can I find The Help I Need?

All of these services are available year round. Hours listed are:

### \*ACTION Advising, Testing & Assessment and Counseling Center

256-352-8040

M-W	7:30am-6:00pm
TH	7:30am-4:30pm
F	7:30am-2:00pm

### \*Admissions Office

256-352-8238

M-W	7:30am-6:00pm
TH	7:30am-4:30pm
F	7:30am-2:00pm

### Director of Special Populations

256-352-8052

M-T	8:00am-3:30pm
W-TH	8:00 am-3:00pm
Fri	7:30 am-2:00pm

### Cashiers Office

256-352-8141

M-W	7:30am-6:00pm
Thursday	7:30am-4:30pm
Friday	7:30am-2:00pm

### Recruiting Office

256-352-8031

M-TH	7:30am-4:30pm
F	7:30am-2:00pm

### \*Financial Aid Office

256-352-8182

M-W	7:30am-6:00pm
TH	7:30am-4:30pm
F	7:30am-2:00pm

### Office of Career Services

256-352-8178

M-TH	7:30am-4:30pm
F	7:30am-2:00pm

### Tutorial Lab

256-352-8075

M-T	8:00am-6:00pm
W-TH	8:00am-4:00pm

### WSCC Bookstore

256-352-8100

M-W	7:30am-5:30pm
Thursday	7:30am-4:30pm
Friday	7:30am-2:00pm

**Campus will be open Monday through Thursday from 7:30am to 6:00pm and closed on Friday during the month of June and July, 2011.**

## What if I am Thinking about Transferring?

The Associates in Arts (AA) and Associates in Science (AS) Degrees are designed for students interested in completing an Associate degree and then transferring to a four-year college to complete a Bachelor's degree. To ensure that you will enjoy seamless transfer of credit, Wallace State is participating in a state-wide agreement called STARS. By earning an AA or AS degree at Wallace State, you will have completed a General Education Core Curriculum which is transferable to all public universities in the State of Alabama. If you are not planning to earn a degree before transfer, you can complete the Core Curriculum at Wallace State and know that your general education courses will transfer to the other participating colleges and universities.

\***Code A** courses are approved transfer courses that are common to all institutions.

\***Code A** courses are listed in the back of the Wallace State Community College Catalog.

For more information contact your advisor, or visit the STARS Website: [stars.troy.edu](http://stars.troy.edu)



## What can I do to be a Successful Student?

### Important actions to help you succeed after classes begin:

- Read the class syllabus. It will tell you the course objectives, your professor's name and office hours, how grades are determined and what you will be expected to accomplish each week.
- Get the name and phone number of another class member. If you are absent or don't understand something, you can call and get the information you needed information.
- Attend class regularly. In college, non-attendance is one of the main reasons for student failure.
- Plan on studying at least two hours outside of class for every hour in class.
- Keep track of your grades. Be realistic! Don't kid yourself. Use your syllabus to see how you're doing.
- See your professor for help after a disappointing grade. Consider getting tutoring assistance in the Student Support Services lab.
- Make an appointment with a counselor/advisor in the ACTION Center or with a department or program faculty advisor to discuss your concerns.
- Use your educational planning sheet, degree plan and STARS Guide (if applicable) when selecting classes for the next semester.

**Don't wait until the middle or the end of the semester to get help!**

### Special Accommodations

Wallace State Community College is committed to assuring equal access for students with disabilities and provides appropriate accommodations when needed. It is the student's responsibility to identify his/her disability, provide documentation and result services in a timely manner. All students planning to utilize accommodations should schedule an appointment with the Director of Special Populations PRIOR to the semester they plan to enroll. Students may contact this office by calling 256-352-8052.



### Discrimination Disclaimer

It is the official policy of Wallace State Community College that no person shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## What should I do if I'm Undecided?

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It's all right to be undecided. There is no quick fix to your choice of major or career questions. Rather, your choice is a process that may involve several steps, and you will need to be proactive in this process.

**Wallace State does have services to assist you. Below are recommendations you might consider depending on your individual situation.**

- Schedule an appointment for career counseling in the ACTION Center at 256-352-8040.
- Utilize Pinpoint, a computerized career guidance inventory, which is available at all computer labs on campus. The analysis can provide career information, personal insight and can help with decision-making.
- Seek information on occupations that interest you from publications such as the Occupational Outlook Handbook, compiled by the U.S. Department of Labor, for job descriptions, educational requirements and salary ranges. (Available in most libraries.)
- Enroll in the appropriate orientation course.

- Secure career-related activities such as internships, student organization involvements, volunteer and community work, part-time and summer employment.
- Discuss career educational plans with counselors, academic advisors, faculty and employers.
- Read a related textbook and/or take classes in majors you are considering.
- Seek information on colleges and vocational/technical schools that offer the majors in which you might be interested by looking in publications such as the Chronicle Two-Year, Four-Year and Vocational School Manual.
- Think about what excites you. What kind of activities add to your energy?

**Remember, employers want to hire people with strong skills in communication, critical thinking and computer usage. Consider building skills in those areas by taking courses in English, speech, study skills, mathematics and/or computer information systems.**