

Spring 2023 Dual Credit Reference Guide

Thank you for offering Dual Credit coursework to your students in partnership with Wayne State College. WSC has revamped many of our Dual Credit processes this year for enrollment, billing and payment, and grade reporting. We trust you will appreciate more streamlined and paperless processes. This reference document describes the processes and serves as a guide for partner schools.

Fast Facts and Review of Changes:

- **Slightly Cheaper:** Our tuition rate (\$49/credit hour) is unchanged. WSC has eliminated the \$15 matriculation fee.
- **Shared inbox:** All correspondence regarding dual credit can be directed to dualcredit@wsc.edu. Several WSC staff members will be monitoring correspondence.
- **No Forms:** Students who fill out the WSC Application for Admissions will no longer submit a separate paper registration form. All necessary information will be collected within the application.
- **No Advanced Payment:** Payment for Dual Credit courses will not be required prior to student enrolling in classes. Once students are registered, families can work directly with WSC Student Financial Services for payment. An electronic payment option (along with others) will be available online.
- **Cloud File Sharing:** A folder dedicated to your school within the WSC Dual Credit Sharepoint site will simplify collaboration for tracking the status of courses, rosters, and students.

Steps and Timeline for Spring 2023

We will flexibly accommodate variations in schedules and processes. WSC has set a “preferred timeline.” We ask that partners who can adhere to that timeline do so.

- **November 14 – December 22:** WSC Application/Course Selection window for all partner schools working within the preferred timeline.
- **January 4 – January 13:** Initial/unofficial roster verification for courses.
- **January 4-January 18:** Student course registrations processed on rolling basis as each partner school completes unofficial/initial roster verification.
- **January 18-27:** Official WSC roster correction/verification.
- **February 1:** Final bills available for self-paying dual credit students within the WildcatsOnline system. WSC Student Financial Services Office will work with students for payment.
- **February 17:** 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

Changes to the WSC application have created a new one-step process whereby students will be able to select courses within the online application to Wayne State. Therefore, **students who are currently taking Fall courses will need to reapply in order to select Spring courses.**

The application will remain mostly the same, with one exception. Once the student submits the page where they indicate their current high school, they will be taken to a new screen customized to your school. On that screen the student will be presented with a checkbox menu of Dual Credit courses being offered at your school. They will select courses and indicate whether or not they intend to apply for the ACE scholarship at that time.

Step-by-step instructions for students on how to access and complete the WSC application are included in Appendix A of this document.

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.) Payment instructions are included in Appendix B of this document.

Course Rosters and Enrolling Students

Due to volume of dual credit course enrollments, WSC's registration processes are designed for both accuracy and efficiency. This is essentially a three-stage process:

1. **Initial/unofficial roster verification:** In this stage we collaborate with you in shared spreadsheets that contain draft rosters. In this stage we make sure that WSC has the correct course roster for each Dual Credit course, and that all students listed on the course roster have completed the WSC Application for Admissions. You will be provided with a link to a Sharepoint folder that contains your course roster spreadsheets. We will collaborate to make sure that students who have applied to WSC appear on all the appropriate course rosters.
 - ◆ Because we know that some students may click the wrong box or change their mind, we will work with you to track necessary corrections to rosters that appear in the shared folder. Instructions regarding how to manage edits will be sent once WSC has an initial roster for your courses.

For partners working within the preferred timeline, all applications should be submitted by December 22. Unofficial spreadsheet rosters are to be complete and corrected by January 13.

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; meeting prerequisites of the course (as deemed appropriate by the course instructor); 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 received final drafts of rosters and verified all students have applied to WSC, we will enter all course registrations for your school at the same time. This improves accuracy and efficiency on our end by not going into the same student's record multiple times. Course registrations are to be entered by January 18.
3. **Final Roster Verification:** Official course rosters generated from the WSC Student Information System will be provided back to partner schools. This provides the opportunity to do a final review of actual course registrations. Any errors should be addressed as soon as they are identified. Identifying and addressing errors promptly will reduce issues related to grades, billing, and payment.

Billing and Payment

The Dual Credit tuition rate remains unchanged. For many years running, the official tuition rate as set by the NSCS Board has been \$60 per credit hour. However, in efforts to keep dual enrollment more affordable, Wayne State College automatically applies a dual enrollment waiver of \$11 per credit hour to all enrolled students. This results in an effective tuition rate of \$49 per credit hour for all Dual Credit courses.

In the past, WSC has also applied a one-time matriculation fee of \$15 the first time a student enrolls at WSC. This year, the NSCS Board approved the elimination of the matriculation fee.

The only charge for dual credit is now the tuition rate of \$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. Communications sent to students will vary based on which partner school the student attends.

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 and fees 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 post 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 after February 1. Students will be able to pay online or send checks. Payment instructions are attached in Appendix B. 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.

Grade Reporting

Toward the end of the term, Excel spreadsheet grade rosters will be emailed to the instructor at their school email address. Each instructor shall send completed grade spreadsheets to dualcredit@wsc.edu from their official school email address (acting as signature proxy). Grade rosters for Spring courses as well as Fall term year-long courses will be completed at the end of Spring term.

Appendix A – WSC Application Instructions

Students applying to Wayne State College (WSC) for Dual Credit.

We need to start the process by having you apply to WSC as a Dual Credit Student.

Please note, if you have already applied to WSC as a freshman, you will need to complete a new application as a Dual Credit student.

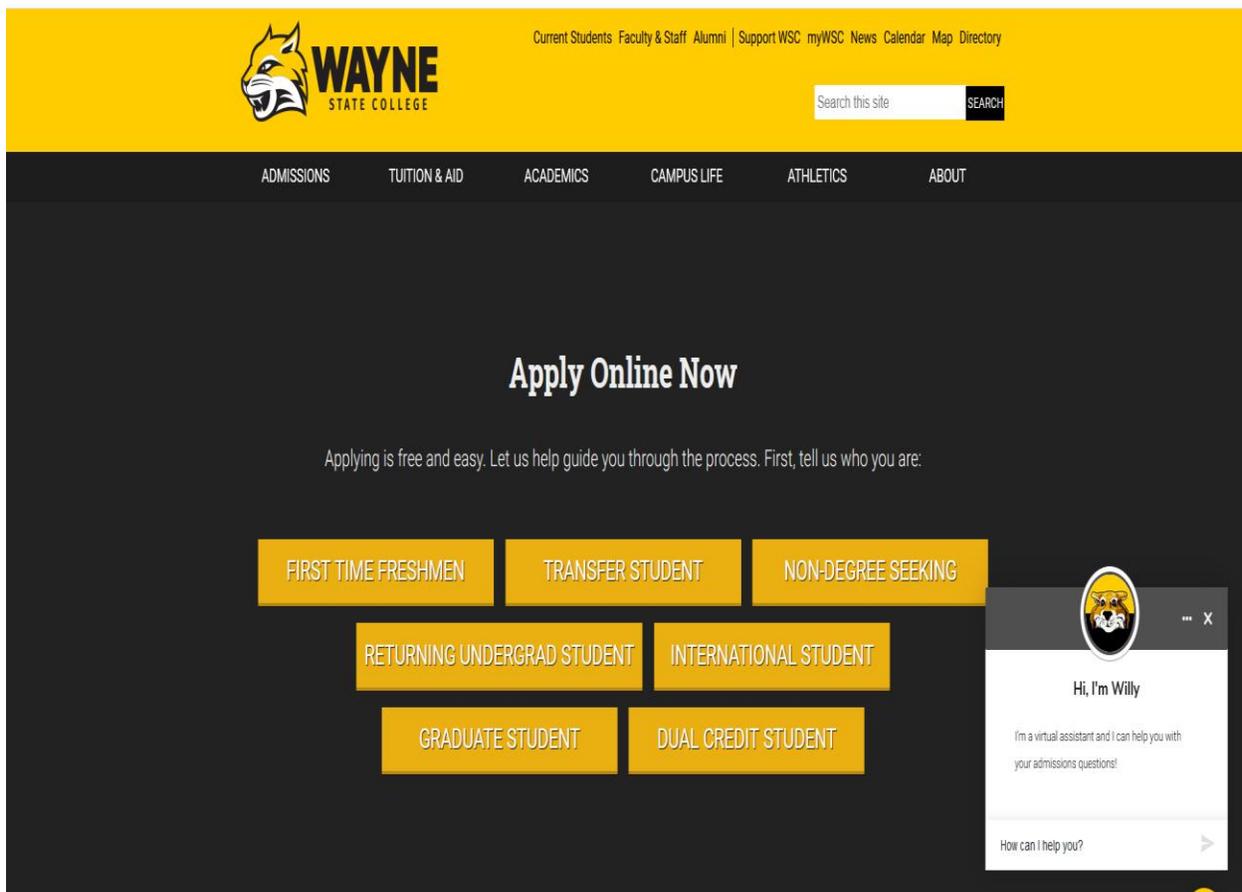
Or

If you intend to apply to WSC as a freshman, you will need to complete a new first-time freshmen application.

Please feel free to contact the Office of Admissions with any questions you may have regarding the application process, call us at 402-375-7234.

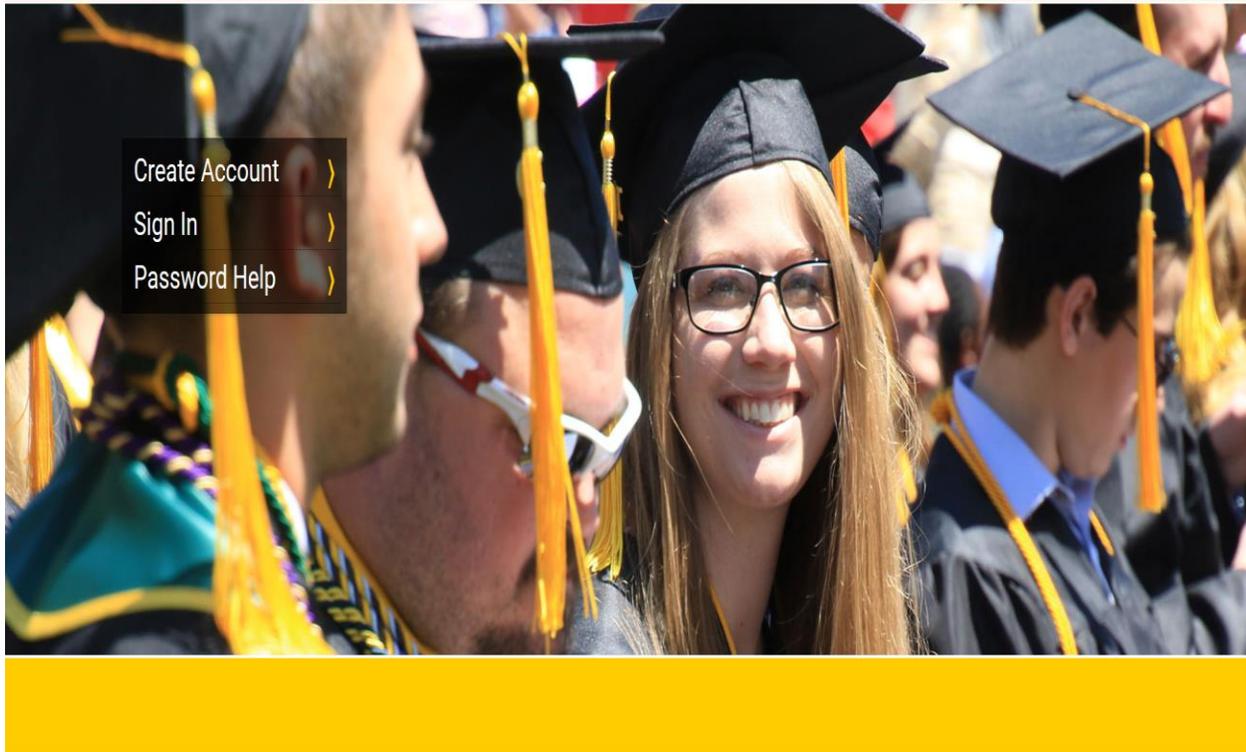
Ready to apply?

Go to www.wsc.edu/apply - You will see the screen below.



The screenshot shows the Wayne State College website's application page. At the top, there is a yellow header with the Wayne State College logo on the left and navigation links (Current Students, Faculty & Staff, Alumni, Support WSC, myWSC, News, Calendar, Map, Directory) on the right. Below the header is a dark navigation bar with links for ADMISSIONS, TUITION & AID, ACADEMICS, CAMPUS LIFE, ATHLETICS, and ABOUT. The main content area is dark and features the text "Apply Online Now" in large white font. Below this, it says "Applying is free and easy. Let us help guide you through the process. First, tell us who you are:". There are several yellow buttons for application types: FIRST TIME FRESHMEN, TRANSFER STUDENT, NON-DEGREE SEEKING, RETURNING UNDERGRAD STUDENT, INTERNATIONAL STUDENT, GRADUATE STUDENT, and DUAL CREDIT STUDENT. On the right side, there is a chat window for a virtual assistant named Willy, with the text "Hi, I'm Willy" and "I'm a virtual assistant and I can help you with your admissions questions!".

Choose Dual Credit Student.



As a Dual Credit student you could be applying each semester, so create a username and password and keep it as your WSC “application” log in. You will be able use this username and password each time you need to add an application for your next Dual Credit Semester or applying as a new freshman during your senior year of high school.

If you have not previously applied to WSC let’s begin by clicking “Create Account”, where you will create your username and password. Please keep it for future use.

If you have previously applied to WSC and know your username and password, please click “Sign In”.

If you do not remember the username or password, click on “Create Account” and create a new username and password and keeping it for future use.



[Home](#) » Create Wayne State College Application Account

Create Wayne State College Application Account

Wayne State College Application Username

Email Address

Password

Confirm Password

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

CREATE ACCOUNT

PASSWORD REQUIREMENTS

Passwords must be at least 8 characters in length and contain at least 3 of the following 4 types of characters:

- uppercase letter
- lowercase letter
- number
- special character from the following sequence
! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { } ~

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Create a Username and Password.

Check the box “I’m not a robot”. You may need to click some photos.

Click “Create Account”.



[Home](#) » Application for Admission

Application for Admission

Registration Successful! Please use your credentials to log in.

Application Username

Password

SIGN IN

[Forgot Password](#)

[Recover Application Username](#)

Enter the password you created on the previous page and click Sign In.

Personal Information

Personal Information » [Date of Birth](#) » [Mailing Address](#) » [Emergency Contact](#) » [Ethnicity](#) » [Citizenship](#)

LET'S GET STARTED

Legal Name

First Name*	<input type="text" value="Willy"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Wildcat"/>
Suffix	<input type="text"/>

APPLICANT TYPE

Which option best describes you?*

- I am currently attending a US High School.
- I graduated from a US High School.
- I earned a Bachelor's or Master's degree from a 4-year institution in the US.
- I am an International student.

Applicant Type*

DUAL CREDIT

A current high school student taking Wayne State College courses offered at their high school for dual credit.

Enter Complete Legal Name

Under the question **Which option best describes you?** click "I am currently attending a US High School".

Applicant Type choose from the dropdown "Dual Credit."

Click Next.

APPLICATION SECTIONS

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Date of Birth

[Personal Information](#) » [Date of Birth](#) » [Mailing Address](#) » [Emergency Contact](#) » [Ethnicity](#) » [Citizenship](#)

Date of Birth*

Legal Sex*

PREVIOUS/FORMER NAME

First Name

Last Name

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[* *]



Enter birth date in the month/day/year format.

Choose Legal Sex.

Enter any previous or former name if applicable.

Click Next.

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Mailing Address

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MAILING ADDRESS

Country*	<input type="text" value="United States"/>		
Street Address 1*	<input type="text" value="1111 Main St"/>	Street Address 2	<input type="text"/>
City*	<input type="text" value="Wayne"/>	State*	<input type="text" value="Nebraska"/>
Zip*	<input type="text" value="68787-1181"/> ✓		
Phone Type*	<input type="text" value="Home"/>	Phone Number*	<input type="text" value="402/375-7075"/>
Alt Phone Type	<input type="text"/>		
Email*	<input type="text" value="kajanke1@wsc.edu"/>		
Have you lived in Nebraska longer than 6 months?*			
<input type="radio"/> Yes			
<input type="radio"/> No			

SAVE

EXIT

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Enter Mailing Address, phone type and number.

Answer question "Have you lived in Nebraska longer than 6 months?"

Click Next.

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Parent/Guardian 1

[Personal Information](#) » [Date of Birth](#) » [Mailing Address](#) » Parent/Guardian 1 » [Parent/Guardian 2](#) » [Ethnicity](#) » [Citizenship](#)

FIRST PARENT/GUARDIAN INFORMATION

First Name*	Last Name*
<input type="text" value="Mom"/>	<input type="text" value="Wildcat"/>
Is this parent/guardian address the same as yours?*	
<input type="text" value="No"/>	

PARENT/GUARDIAN ADDRESS

Country	<input type="text" value="United States"/>
Street 1	Street 2
<input type="text"/>	<input type="text"/>
City	State
<input type="text"/>	<input type="text"/>
Zip	<input type="text"/>

PARENT/GUARDIAN PHONE/EMAIL

Phone*	<input type="text" value="4023757076"/>
Email*	<input type="text" value="amalbre1@wsc.edu"/>

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Please note this information will also serve as your Emergency contact.

Upon completion of "Is this parent/guardian address the same as yours?" question the address and phone/email section will appear. If you answered yes it will show your address, if you answered no you will be able to enter the address info.

Enter Phone and Email.

Click Next.

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Parent/Guardian 2

[Personal Information](#) » [Date of Birth](#) » [Mailing Address](#) » [Parent/Guardian 1](#) » Parent/Guardian 2 » [Ethnicity](#) » [Citizenship](#)

SECOND PARENT/GUARDIAN INFORMATION

First Name Last Name

Is this parent/guardian address the same as yours? 

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This section is not required, however if you choose to provide this information it will be a repeat of Parent/Guardian 1.

Upon completion or non-completion of this screen – Click Next.



[SignOut](#)

[My Applications](#) » Application Form

Ethnicity

[Personal Information](#) » [Date of Birth](#) » [Mailing Address](#) » [Emergency Contact](#) » Ethnicity » [Citizenship](#)

ETHNICITY

Ethnic Background

- Hispanic
- Not Hispanic

Ethnic Group

- White/Caucasian
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander

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This page is optional to complete.

Click Next.

[My Applications](#) » Application Form

Citizenship

[Personal Information](#) » [Date of Birth](#) » [Mailing Address](#) » [Emergency Contact](#) » [Ethnicity](#) » Citizenship

CITIZENSHIP

Citizenship Status*

Do you wish to provide your Social Security Number*

- Yes
 No

Social Security Number*

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Enter Citizenship Status.

If you are not a US Citizen choose Non US Citizen and complete the following 3 fields – Birth City, Country of Citizenship and Status.

Enter Social Security Number. If you choose not to provide your Social Security Number please click “No” and read the documentation. Please note that you will be requested to send your Social Security Number at a later time in order to receive the 1098T form for tax purposes.

Click Next.

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Additional Information

Additional Information

ADDITIONAL INFORMATION

Have either of your parents received a Bachelor's Degree?

- Yes
 No

Have you, your spouse or a parent served in the military?*

- Yes
 No

Are you eligible for a national service education award from the National Service Trust, a.k.a. AmeriCorps?

- Yes
 No

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Click Next.

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Academics

Which term would you like to apply for?*

Fall 2020

Major*

Dual Credit

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Which semester would you like to apply for?

Major – choose “Dual Credit”.

Click Next.

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Education History

Education History » [High School](#) » [Dual Credit](#)

Indicate which College Placement Exams you have taken and will report on this application. Check all that apply.

ACT

SAT

SAVE

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If you have not taken the ACT or SAT – **DO NOT** click either one.

Click Next.



[SignOut](#)

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High School

[Education History](#) » High School

HIGH SCHOOL INFORMATION

High School Type*

High School Country*

High School State*

High School Search (If you can't find your high school, select UNLISTED)*

Graduation Date*

High School GPA
 Check if you do not have your GPA

GPA Scale* GPA*

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High School Type: enter US High School

High School Country: Enter United States

High School State: enter Nebraska.

High School Search: type the name of the city/town of your high school

Graduation Date: enter month/year

Enter GPA Scale and GPA

Click Next.



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Dual Credit

[Education History](#) » [High School](#) » Dual Credit

DUAL CREDIT

Have you previously taken WSC courses?*

- Yes
 No

Have you applied or do you intend to apply for the ACE scholarship?*

- Yes
 No

Dual Credit Courses*

- History of US Gen Studies
 Human Dev & Cognition
 Intro to Prof Education
 Calculus
 World History
 Applied Probability & Statistics & Lab
 General Physics I
 Composition Skills
 PK-12 Instructional Design
 Topics in Literature
 Principles of Human Comm
 Discover Astronomy

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I hereby give permission for Wayne State College to release academic information regarding my dual credit enrollment to Wayne State College to my parent(s)/guardian(s) and high school of record.*

- Yes
 No

SAVE

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NEXT

All fields are required, however the Dual Credit Courses section can have more than one item selected.

Click Next.

Review

APPLICATION SUMMARY

If the information below is incorrect, go back to make any changes. Be sure to choose NEXT to save.

First Name Willy	Middle Name
Last Name Wildcat	Suffix
Date of Birth 2005-07-14	Legal Sex Male
Address 1 1111 Main St	Address 2
City Wayne	State Nebraska
Zip 68787-1181	Country United States
Phone Number 4023757075	Email kajanke1@wsc.edu
High School Grand Island Sr High School, Grand Island, NE	Graduation Date 2024-05-01

PROGRAM INFORMATION

Applicant Type	Dual Credit
Term	Fall 2022
Major	Dual Credit

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Review that everything is correct. To make any correction click the Back button until you come to the screen you need to make the change.

Click Next.

Confirm and Submit

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CRIMINAL HISTORY

Have you ever been convicted of a law violation or adjudicated under the jurisdiction of a juvenile court for an act that resulted in probation, community service, a jail sentence or revocation or suspension of your driver's license?*

- Yes
- No

CERTIFICATION

All documents submitted to Wayne State College for admission purposes become the property of the College. Documents will not be released to students nor will they be forwarded to other educational institutions or agencies.

Certification Statement

I certify that the information on this application is complete, accurate, and factually correct. I understand that it is my responsibility to request that official transcripts be sent directly to WSC from each academic institution I have attended. I also understand that information withheld or misrepresented in my application for admission may make me ineligible for admission and/or enrollment and any related application for public benefits are true, complete and accurate. I understand that this information may be used to verify my lawful presence in the United States. I agree to abide by the policies and regulations of the Nebraska State College System.

I Agree (No changes can be made once submitted)*

SAVE

EXIT

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SUBMIT

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Criminal History – answer Yes or No. If Yes, enter brief explanation. Your application will be reviewed however, please note that you may be contacted if more information is needed.

Certification – please read the statement and check the box “I Agree”.

Click Submit.

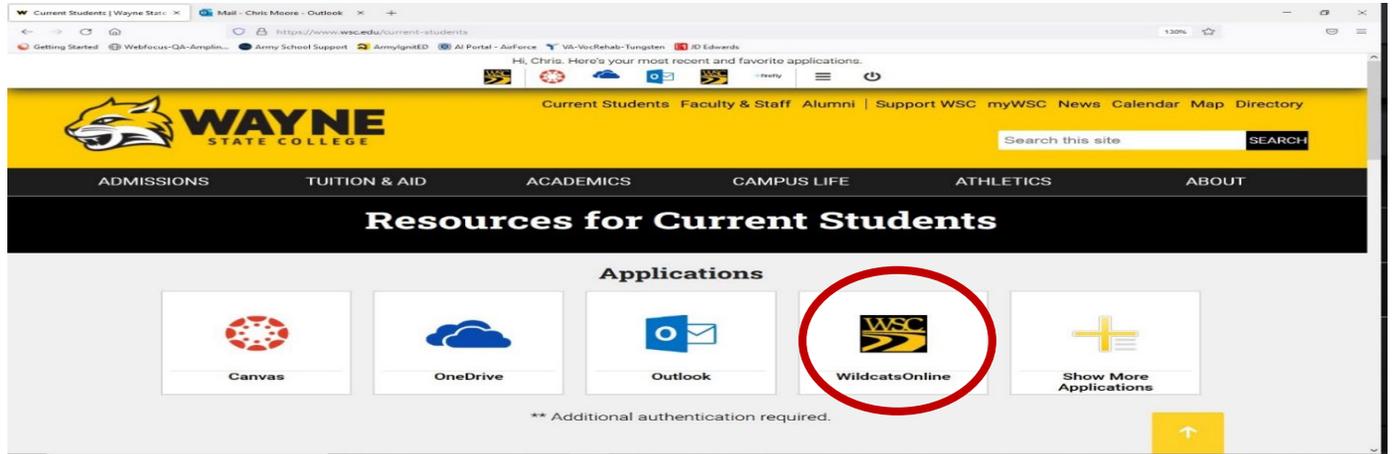
Please watch the email address you applied with for acknowledgement of your application and an email that contains your Nebraska Users Identity (NUID). Also a Welcome email, which will include details regarding your WSC username and steps to create your WSC password will be sent once you have been enrolled in the course.

WSC Payment Instructions

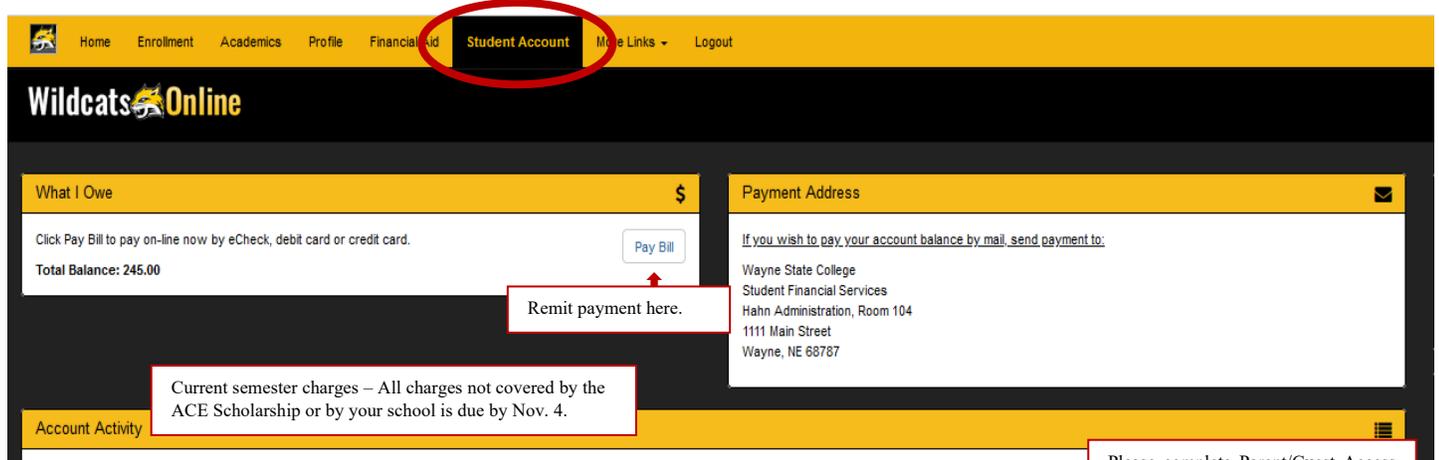
DUAL CREDIT ACCOUNTS PAYMENT INSTRUCTIONS



GO TO 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.



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

