



DUAL 2 DEGREE

WALLACE STATE
HANCEVILLE • ONEONTA

STUDENT HANDBOOK

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Introduction

1. Overview

a. Purpose

Dual enrollment offers eligible high school students the opportunity to advance their education and earn valuable college and career experience by taking college-level courses simultaneously with their high school courses.

b. Benefits

Dual enrollment allows high school students to get a head start on their college degrees. Students can discover new subjects beyond their high school curriculum, all while exploring several college and career paths. This unique experience empowers students to shape their futures by seizing the possibilities that await them.

c. Resources

[Alabama Community College System \(ACCS\) Dual Enrollment Overview](#)

[Alabama Community College System \(ACCS\) Dual Enrollment Best Practices Handbook](#)

2. Dual Enrollment at WSCC: Dual 2 Degree Early College Program

Mission Statement: Wallace State Community College's Dual 2 Degree Early College Program upholds the mission of the ACCS Dual Enrollment Best Practices Handbook in that the program enhances the availability of higher education at convenient instructional sites, works in partnership with area high schools to offer educational programs and services that provide flexibility for administrators, and enables students to achieve their potential and seek continued higher education.

**Dual 2 Degree is the official name of Wallace State Community College's Dual Enrollment Program. The two terms will be used interchangeably in the following.*


Contact Information

Dual 2 Degree Early College Program Contact Information		
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Wallace State Community College Contact Information		
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Cashier	Office 256-352-8141	cashier@wallacestate.edu
Center For Student Success	Office 877-966-4699	advising@wallacestate.edu
Lion Central	Office 256-352-8238	lioncentral@wallacestate.edu
Office of Accessibility and Disability Services (ADA)	Lisa J. Smith 256-352-8052	lisa.smith@wallacestate.edu
Student Engagement	Dakota Nichlos 256-352-8047	dakota.nichlos@wallacestate.edu
Testing	Valerie Parris 256-352-8371	valerie.parris@wallacestate.edu
TRIO Student Support Services	Rachel White 256-352-8474	rachel.white@wallacestate.edu
Tutoring Lab	Office 256-352-7821	tutor@wallacestate.edu

Program Overview

1. Three Programs Offered Under the Dual 2 Degree Early College Program

Dual 2 Degree: Early College Programs		
 DUAL ENROLLMENT	TRANSFER ACADEMY	CAREER ACADEMY
Sophmores, Juniors, Seniors	Juniors and Seniors	Junior and Seniors
Local high schools, Hanceville, Oneonta, Online	Hanceville or Oneonta	Hanceville or Oneonta
One or more classes	Associates Degree in General Studies/Liberal Arts	17 Approved Programs: Academic, Health Science & Applied Tech - May or may not result in an Associate's Degree - May earn STC.
2.5 GPA Minimum	3.0 GPA Minimum	2.5 GPA Minimum
Qualifying ACT or Accuplacer Score	Qualifying ACT or Accuplacer Score	Qualifying ACT or Accuplacer Score
Must submit a Course Approval Form every semester	Applies for program in the Spring	Applies for program in the Spring
	Must have taken Algebra II	Can take some classes with their high school

2. Dual 2 Degree Early College Program Participation Requirements

Students interested in WSCC's Dual 2 Degree Program must consider that college-level courses tend to be more challenging than traditional high school courses. They must also be mindful that they will be held under the same expectations as college students when enrolled in college-level classes, and their dual enrollment grades will reflect on their permanent high school and college transcripts.

Eligibility Requirements for the Dual 2 Degree Program:

- For Dual Enrollment, students must be in the 10th grade and have a cumulative unweighted high school grade point average (GPA) of 2.5 on a 4.0 scale.
- For Career Academy, students must be in the 11th or 12th grade and have a cumulative unweighted high school grade point average (GPA) of 2.5 on a 4.0 scale.
- For Transfer Academy, students must be in the 11th or 12th grade and have a cumulative unweighted high school grade point average (GPA) of 3.0 on a 4.0 scale.
- Students participating in any of the three programs must have written approval from their high school through the Dual Enrollment Agreement Form.
- Students must abide by all WSCC policies and procedures.

- Students must acknowledge the Dual 2 Degree handbook and abide by all policies and requirements listed within it.
- Students should follow the syllabus and assignment requirements for each course taken.
- Students should be punctual and present for class meetings both in person and online.
- Students should communicate with instructors about course questions, concerns, and absences in a timely and appropriate manner.
- Students should communicate with Dual 2 Degree staff about questions and concerns in a timely and appropriate manner.

Below are the application steps for the Dual 2 Degree Program:

1. APPLY FOR ADMISSION TO WALLACE STATE COMMUNITY COLLEGE
 - New dual enrollment students must apply to WSCC along with submitting their dual enrollment paperwork.
 - Returning dual enrollment students must update their application to WSCC if it has been 2 or more semesters since they have taken classes along with submitting their dual enrollment paperwork.

2. SUBMIT ALL PAPERWORK BEFORE THE ESTABLISHED DEADLINE

DUAL ENROLLMENT: Dual Enrollment Agreement Form and Course Approval Form

- Students must have their high school counselor's or school administrator's signature to take dual enrollment classes.
- The Agreement Form is submitted once upon admission to the program. The Course Approval Form is submitted each semester that the student takes classes.

TRANSFER ACADEMY/CAREER ACADEMY: Application packet including student's high school counselor's or school administrator's recommendation and student's current high school transcript.

- Applications for Transfer/Career Academy are submitted in the spring only with admission beginning in the fall.
- Students' application packets must be complete when submitted to be considered for Transfer/Career Academy.

3. TAKE THE ACCUPLACER PLACEMENT TEST OR PROVIDE CURRENT ACT SCORES:

- Students must have a qualifying Accuplacer or ACT score to be eligible for ENG 101 and MTH 100 or above.

- Students wanting to take these courses for dual enrollment credit need to take the Accuplacer test and earn a qualifying score before submitting their dual enrollment paperwork, if possible.

Below are the links to the required forms for each of the 3 programs:

- **Dual Enrollment:**

[DE Agreement Form](#) *(This form lists the student's personal information and acknowledgment of FERPA. It is required once upon admission to the Dual 2 Degree Program).*

[DE Course Approval Form](#) *(This form lists the course(s) approved by the high school for the student to take and is required each semester they take classes in the Dual 2 Degree Program).*

- **Transfer Academy:**

[Transfer Academy Application - SP25](#)

- **Career Academy:**

[Career Academy Application - SP25](#)

3. Wallace State Community College and Dual 2 Degree Policies

a. College Wide Policies and Procedures

Dual 2 Degree students must adhere to all WSCC policies and requirements, including but not limited to those outlined in course syllabi, the academic calendar, the college catalog, and the Student Code of Conduct. WSCC reserves the right to refuse re-admission if a student violates institutional policies. For more information, students can refer to the [WSCC Catalog](#) and [College Policies Webpage](#).

b. Dual 2 Degree Staff Expectations in Serving Students

The following is a list of Dual 2 Degree staff roles and expectations. Students should refer to this list to better understand the structure of the Dual 2 Degree program and for clarification on how each staff member serves students.

High School Counselors:

- Ensure students fulfill all high school graduation requirements.
- Maintain an updated record of students' high school transcripts.
- Inform students of important and mandatory events at their high school (e.g., standardized testing, assemblies).
- Inform students of important deadlines for Dual 2 Degree application paperwork.
- Collect students' Dual 2 Degree application paperwork, ensure the information is correct, and submit it to the Dual Enrollment Office before the deadline.
- Advise students through program completion.

Dual 2 Degree Early College Program Director:

- Facilitates communication with Dual 2 Degree students, parents/guardians, and high school counselors.
- Approves/denies students' Dual 2 Degree program applications.
- Coordinates the admission and registration process for students and updates the high school counselor on students' schedules each term.
- Informs high schools of students who face dismissal from WSCC due to not following the established policies.
- Approves/denies Continuous Eligibility Appeals.
- Reports students' grades to their high school counselors.
- Submits eligible students for scholarships.
- Collects graduation applications.
- Advises students through program completion.

Dual 2 Degree Early College Program Specialist and Secretary:

- Facilitate communication with Dual 2 Degree students, parents/guardians, and high school counselors.
- Coordinate the admission and registration process for students and update the high school counselor on students' schedules each term.
- Report students' grades to their high school counselors.
- Submit eligible students for scholarships.
- Collect graduation applications.
- Advise students through program completion.

c. Course Withdrawal, Continuous Eligibility, and Appeal Process

Students who wish to withdraw from any dual enrollment courses must submit the Course Withdrawal Form. Dual 2 Degree students cannot complete this process without permission and approval from their high school counselor and Dual 2 Degree staff.

Continuous Eligibility Statement: Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program, as specified in the ACCS procedure for Dual Enrollment for Dual Credit for High School Students, Section 2, will remain in continuous eligibility if a grade of "C" or better in all attempted college courses is earned. A grade of "D" or lower or withdrawal from a course will result in a one-term suspension, which may not be served during the summer term. This suspension could affect a student's future financial aid status, as well as their high school credits and GPA, as all grades earned in dual enrollment courses will

appear on their permanent high school and college transcripts. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply, meet the minimum (unweighted) grade point average, and receive director approval. Students re-entering will be responsible for repeated courses and all tuition, fees, books, materials, and supplies costs.

If a student has extenuating circumstances that prevent them from completing their courses based on the above requirements, they can submit a Continuous Eligibility Appeal Form. The form includes the student statement and plan of action. A current unofficial high school transcript must also be submitted with the appeal form.

The student is responsible for notifying their high school counselor and Dual 2 Degree staff of any extenuating circumstances and their need to submit a form.

4. Tuition and Funding

Per the ACCS Dual Enrollment Best Practices Handbook, colleges should publish a schedule of tuition, fees, and other costs associated with the Dual Enrollment Program, including payment deadlines. Tuition charges are calculated by credit hour; most courses are usually 3 to 4 credit hours each. Students may review the tuition charges as outlined on the [Tuition and Fees Webpage](#) on the WSCC website. Traditional financial aid is unavailable to students enrolled under the Dual 2 Degree Program. Federal government regulations require students to have a high school diploma or GED to qualify for financial aid. Funding is determined on a year-to-year basis. Contact Dual 2 Degree staff with questions regarding funding.

- **Current Funding Plan (2025-2026):**

WSCC will pay for two qualifying academic classes each semester (Fall and Spring) for Dual Enrollment students. For Career Academy and Transfer Academy students, WSCC will pay for up to nine credit hours per semester with a \$200 books/materials stipend.

Dual 2 Degree is also implementing a Pilot Program for Summer/Fall 2025 Senior Transfer Academy Students. Students eligible for this program include students that will graduate high school in the spring of 2026.

For students in the Pilot Program, WSCC will pay for up to 6 hours in Summer 2025 and up to 12 hours in Fall 2025 and Spring 2026. In the spring of 2026, students must meet with the Center for Student Success to complete their graduation application and meet with a transfer advisor.

Pending available funds, Career Technical Scholarships may be available for students in specific Career/Technical programs.

The [Summer Honors Scholarship](#) may be available to eligible Dual 2 Degree students, pending available funds.

5. Program Outcomes

Dual Enrollment students can earn transfer credits to use in furthering their higher education.

Transfer Academy students can earn an Associate in General Studies/Liberal Arts degree. Students can view the full list of required courses and credits needed to complete the degree here: [General Studies Pathway](#).

Career Academy students can earn a Short-Term Certificate or Associate in Applied Science degree in their field. Students can refer to the Career Academy Application to view the seventeen available Career Academy programs, and visit the [Pathways Webpage](#) to view the specific requirements for each program.

- Upon completing any of the three Dual 2 Degree programs, students must complete a graduation application and turn it into the Dual 2 Degree office. To locate and fill out the application, students should visit the WSCC website, click the “Admissions” tab, and select “Graduation Information” from the dropdown menu.

Course Guidelines

1. Placement Testing

Students must meet course prerequisites before enrollment. They can do so by completing the ACCUPLACER and/or achieving minimum levels on the ACT or SAT in English and Mathematics and submitting their scores to the Dual Enrollment Office. For more information on placement testing and scores, students can refer to the [Placement Guidelines](#).

Students who need to schedule an ACCUPLACER testing session can contact the [Placement Testing Office](#).

2. Course Registration

The Dual Enrollment Office will use students' application forms to register students in courses. Dual Enrollment students cannot register for or drop themselves from courses and must go through a Dual 2 Degree representative to do so.

After a Dual 2 Degree representative registers students for their courses, they should pay any remaining balances before classes begin. Additionally, students should purchase their textbooks and course materials through the [WSCC Bookstore](#).

Students should be advised that postsecondary institutions do not honor high school IEP/504 plans, and they are responsible for contacting the college ADA representative *before* classes begin if they need accommodation.

Students are also responsible for checking their schedules each semester *before* classes begin for any errors regarding registration, charges, account holds, and personal contact information. If a student contacts WSCC Dual 2 Degree staff *after* classes begin with account or course registration errors, they may be unable to remedy these errors.

3. Course Offerings

a. Courses Equivalencies and Dual Enrollment Eligible Courses

The Alabama State Department of Education determines the high school course equivalencies for college dual enrollment courses. These equivalencies ensure that students meet all high school graduation requirements and receive their diploma while earning college credits. For a full list, see: [ALSDE Approved Dual Enrollment Equivalency List](#).

WSCC considers any college-level courses in English, foreign languages, mathematics, science, or social science; any career/technical courses listed in the seventeen pathways

offered through Career Academy; or any other courses agreed upon by the school system and the college as eligible for dual enrollment credit.

Health/physical education courses, performing arts courses, and any courses taken on an audit basis are not considered dual enrollment eligible. The Dual 2 Degree program also does not cover course costs for ORI 110, given that it is a WSCC requirement and not a high school graduation requirement.

b. Course Locations

WSCC's Dual 2 Degree program services students from local high schools, home schools, and private schools. WSCC offers dual enrollment courses at the Hanceville and Oneonta campuses along with selected high schools in the area. On-campus courses may not align with class times in a student's high school. Online classes are an option in some cases. Students should consult with their high school counselor and Dual 2 Degree staff for information on course dates, times, and locations. They can also refer to WSCC's current course schedule and academic calendar.

For on-campus dual enrollment courses, the student's parent/guardian is responsible for transporting the student to WSCC. WSCC is not responsible for supervising Dual 2 Degree students outside of scheduled class times. As stated above, college policies apply to all students taking courses through WSCC.

Dual enrollment courses offered at local high schools are taught by teachers employed as adjunct faculty of WSCC. These teachers meet all qualifications to teach college courses as required by WSCC, Alabama Community College System (ACCS), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Due to scheduling restrictions, students enrolled in dual enrollment courses taught at their local high school may be required to complete a year-long course in a particular subject even though only one dual enrollment credit is earned through the college.

c. Transferring Courses From WSCC

Transfer courses may be used toward completing a baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, biology, mathematics, psychology, history, etc.). The Southern Association of Colleges and Schools (SACSCOC) fully accredits Wallace State Community College; therefore, most courses will transfer to other schools or four-year institutions. However, students are strongly encouraged to refer to the [Alabama Transfers Guide](#) and to contact an advisor at the institution they plan to attend before enrolling in classes, given that WSCC cannot guarantee that all credits earned will transfer.

Student Resources

1. WSCC Student Services

For more information on all the services WSCC offers, students can refer to the Contact Information Tables provided above and the [Center For Student Success Webpage](#).

2. High School to College Transition Guidance

Dual 2 Degree staff will guide seniors through the program completion process, ensuring they have met all high school graduation and Dual 2 Degree requirements. They will also discuss students' plans following graduation with them and provide the necessary resources for students' desired post-high school education paths.

Students interested in continuing at WSCC after high school graduation should submit the following:

- An admissions application as a First Time Freshman
- Final high school transcript (Including graduation date)
- ACT scores
- FAFSA application
- Scholarship application(s)

Additionally, students should take ACCUPLACER Testing if needed and register for WSCC Freshman Orientation.

3. Scholarship Opportunities

Students are encouraged to apply for any scholarships they may qualify for or are interested in, but all scholarship opportunities will depend on funding and availability. Students must review the requirements and deadlines for each scholarship they apply for, as these will vary.

For more information on scholarships offered at WSCC, including the [Future Foundation Scholarship](#), students can visit the [Scholarships Webpage](#) on the WSCC website.

Frequently Asked Questions

Q: What is the first step for students interested in the Dual 2 Degree Program?

A: The first step for students is to apply for admission to WSCC. They can complete this process online via the WSCC website by clicking the “Admissions” tab, then selecting “Apply and Register” from the drop-down menu, and then selecting “Apply for Admission online.” Following this, students should work with their high school counselor to complete the remaining application requirements for the Dual 2 Degree program.

Q: What is the cost of participating in the Dual 2 Degree Program?

A: Tuition charges are calculated by credit hour; most courses are usually 3 to 4 credit hours each. Students may review tuition charges in the WSCC Academic Catalog and on the [Tuition and Fees Webpage](#) on the WSCC website.

Q: Is funding available?

A: Traditional financial aid is unavailable to students enrolled in the Dual 2 Degree Program. Federal government regulations require students to have a high school diploma or GED to qualify for financial aid. Funding is determined on a year-to-year basis. Contact Dual 2 Degree staff with questions regarding funding.

Q: What courses are considered dual enrollment eligible?

A: Students can discuss eligible courses with their high school counselor and Dual 2 Degree staff. WSCC does not consider health/physical education courses, performing arts courses, and any courses taken on an audit basis eligible for dual enrollment credit.

Q: How do students register to take dual enrollment courses?

A: Students should complete the Dual Enrollment Agreement and Course Approval Forms and return them to their high school counselor. Students applying for the Career Academy or Transfer Academy programs should also submit the appropriate application to their high school counselor. The Dual Enrollment Office will then use these forms to register students in courses. Dual Enrollment students cannot register for or drop themselves from courses and must go through a Dual Enrollment representative to do so.

Q: When will high schools receive students’ dual enrollment grades?

A: After final course grades are posted, a grade report for the course(s) taken will be sent to students’ high school counselors.

**Visit the [Dual Enrollment Webpage](#) on the WSCC website for more information.*

Dual Enrollment Terms Glossary

A list of common terms associated with dual enrollment and college courses/procedures.

A Number	WSCC assigns an A Number to every student who applies to Wallace State Community College (as of July 1, 2019). Students will use this number to log in to their myWallaceState portal to access important information regarding classes, tuition, etc.
Academic Calendar	The academic calendar lists all the important dates, holidays, and events during the academic year. Students can access the academic calendar on the WSCC website.
Academic Year	The academic year includes the twelve months from August to July and covers the fall, spring, and summer terms.
Accuplacer	The Accuplacer is an assessment that determines appropriate course placement in Math and English classes. Students' ACCUPLACER test scores can be used to satisfy course prerequisite requirements.
American College Test (ACT)	The ACT is a nationally recognized achievement test that determines course placement and is considered in college admissions applications. It aims to assess high school students' general education development and ability to complete college-level work (Reference: https://www.act.org/).
Associate of Applied Science	The primary intent of the Associate of Applied Science degree is to fulfill occupational and terminal objectives. This degree requires completion of 60-76 semester credit hours in a planned program of study with a minimum of 25 percent of the total semester hours taken at WSCC.
Associate of Arts/Science	The Associate of Arts/Science degree program is designed for students who plan to transfer to a senior institution and pursue a career of study in a general or specialized professional field. This degree requires completion of a minimum of 60-64 semester hours credit in an approved Associate in Arts or Associate in Science degree program with a minimum of 25 percent of the total semester hours taken at WSCC.

Canvas	Canvas is WSCC's learning management system (LMS). Students can access it from the WSCC website homepage to view and participate in courses and communicate with instructors and classmates.
Course Equivalencies	Course equivalencies refer to postsecondary courses approved by the ACCS as credit-eligible options that satisfy graduation requirements for the Alabama High School Diploma.
Course Reference Number (CRN)	All courses offered at WSCC are assigned a unique CRN. CRNs aid the course registration process by distinguishing courses by title, instructor, date, time, and location. CRNs also help ensure students are placed in the appropriate courses.
Courses, Academic	Academic courses are theory-based courses that are considered broad and versatile. In the community college education system, academic courses are sometimes referred to as general education coursework, as they prepare students for major-specific coursework at four-year institutions.
Courses, Career/Technical	Career/Technical courses are skills-based courses that include physical practice, hands-on experience, and application tests. They are highly specific and versatile.
Credit Hour	A credit hour measures instruction and workload in a college course. Tuition and fees are charged per credit hour.
Curriculum	A curriculum is a required group of courses that comprise a specific program of study.
DegreeWorks	DegreeWorks is an online source through myWallaceState that helps students track their academic progress and provides guidance for courses that fit their degree plans.

Drop/Add	Drop/Add refers to the period where students can drop courses from their class schedules and/or add other courses. The Drop/Add period is published each semester in WSCC's academic calendar.
Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the student's rights concerning records and other information that might be maintained and/or released. In compliance with FERPA, WSCC does not release transcripts of a student's work except upon the student's written request or in cases where educational or governmental officials legally need the information.
Grade Point Average (GPA)	GPA is determined by averaging the grades received. It is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted. A student's GPA is calculated for each semester and cumulatively for the student's college career.
Incomplete	A grade of incomplete "I" may be assigned when a student has been prevented from completing the requirements of a course and is assigned only in exceptional circumstances. The student must request an incomplete grade from the instructor. The instructor may grant or deny the request. A grade of incomplete "I" must be cleared by the end of the following regular semester, or a final grade of "F" will automatically be recorded. An incomplete grade "I" is not added to the total number of hours attempted until cleared. Students are cautioned that "I" grades may affect their eligibility for financial aid benefits.
myWallaceState	myWallaceState is the portal students use to apply for admission, register, keep track of their schedule, grades, and transcripts, pay tuition, view course schedules, the college catalog, and more. For login information, students should refer to the homepage of the WSCC website.
Prerequisite	A prerequisite is a course, assessment test score (ACCUPLACER), or ACT score required to enter or advance in a course.
SAT	The SAT is another widely recognized standardized test used in college admissions. Like the ACT, it measures students' college readiness and is used for course placement (Reference: https://satsuite.collegeboard.org/sat).

Short-Term Certificate (STC)	Short-Term Certificates are designed to assist students in developing an academic foundation to work toward an Associate of Arts/Science degree. Students who may benefit from an STC include those who plan to transfer to a four-year college or university, those who intend to transfer to a four-year college or university before earning a degree, and those interested in entering the workforce immediately. The STC helps students improve their communication skills (both written and oral), analytical reasoning, cultural and social understanding, and overall personal knowledge, which makes them more competitive and valuable in the workforce. The STC requires completing 22-29 hours of general education requirements and satisfying all other graduation requirements.
Transcript	Transcripts are records of education history required as part of the application process to enroll at WSCC.
Unweighted GPA	A student's unweighted GPA is measured on a scale of 0 to 4.0. It does not take the difficulty of a student's coursework into account.
Withdrawal	Students may withdraw from a course they are registered for after the drop/add period. Once the drop/add period is over, the student may withdraw and receive a grade of "W" in each course they withdraw from. The "W" will be posted on the official transcript and not be used to compute the GPA. Withdrawing from all classes constitutes a withdrawal from the college. A student may withdraw from the institution up to the deadline published in the course schedule.

Useful Links

[Alabama Community College System \(ACCS\) Dual Enrollment Best Practices Handbook](#)

[Alabama Community College System \(ACCS\) Dual Enrollment Overview](#)

[Alabama Transfers Guide](#)

[ALSDE Approved Dual Enrollment Equivalency List](#)

[Career Academy Application](#)

[Center For Student Success Webpage](#)

[College Policies Webpage](#)

[Continuous Eligibility Appeal Form](#)

[Course Withdrawal Form](#)

[DE Agreement Form](#)

[DE Course Approval Form](#)

[Dual Enrollment Webpage](#)

[Future Foundation Scholarship](#)

[General Studies Pathway](#)

[Pathways Webpage](#)

[Placement Guidelines](#)

[Placement Testing Office](#)

[Scholarships Webpage](#)

[Summer Honors Scholarship](#)

[Transfer Academy Application](#)

[Tuition and Fees Webpage](#)

[WSCC Bookstore](#)

[WSCC Catalog](#)

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ONE DOOR TO OPPORTUNITY