A MESSAGE TO OUR STUDENTS:

Thank you for choosing to attend Weatherford College. It is our desire to make the application and registration process as simple as possible. Using this Registration Guide you will find information about applying for admission, financial aid and scholarship options, enrolling in classes, learning support available to students and other things that will help you get the most from your experience at Weatherford College.

If the information you need is not in the Registration Guide, remember we are just a phone call or office visit away, and we are always glad to be of assistance.

WHAT’S INSIDE

Hours of Operation & Locations ........................................................................................................... 3
Academic Calendar .................................................................................................................................. 4
Applying to Weatherford College ........................................................................................................... 5
TSI (Texas Success Initiative) Placement Testing ................................................................................... 6-7
A.A. & A.S. Advising Guide ................................................................................................................... 8-9
Schedule Worksheet ............................................................................................................................... 10
Register for Classes ................................................................................................................................ 11-13
Student Resources ..................................................................................................................................... 14
Tuition, Fees & Payment Plans .............................................................................................................. 15-16
Student Email ............................................................................................................................................ 17
Financial Aid ............................................................................................................................................. 18
Vehicle Registration, Coyote Card, Coyote Alert .................................................................................... 19
Textbooks & Supplies ............................................................................................................................... 20
Campus Maps .......................................................................................................................................... 21-22
Policies ....................................................................................................................................................... 23
Important Contact Information ................................................................................................................ 24
HOURS OF OPERATION

FALL 2018 SEMESTER & SPRING 2019 SEMESTER
ALL LOCATIONS
Monday - Thursday: 8 a.m. - 5 p.m.
Friday: 8 a.m. - 4 p.m.

SUMMER MINI 2018, SUMMER I & II 2018
ALL LOCATIONS
Monday - Thursday: 8 a.m. - 5:30 p.m.
Friday: CLOSED

LOCATIONS

WEATHERFORD COLLEGE MAIN CAMPUS
225 College Park Drive  | Weatherford, Texas 76086 | 817-594-5471 | 800-287-5471

WEATHERFORD COLLEGE WISE COUNTY
502 Big Sandy Court | Bridgeport, Texas 76426 | 940-627-2690 | 800-287-5471

EDUCATION CENTER AT MINERAL WELLS
704 Hood Rd. | Mineral Wells, Texas 76067 | 940-325-2591 | 800-300-2591

EDUCATION CENTER AT GRANBURY
210 N. JONES ST. | GRANBURY, TEXAS 76048 | 817-598-6339 | 817-579-9188
# Academic Calendar

## Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 9</td>
<td>Tuition payment deadline for early registration.</td>
</tr>
<tr>
<td>August 10</td>
<td>Late Registration begins.</td>
</tr>
<tr>
<td>August 20</td>
<td>Return to regular office hours.</td>
</tr>
<tr>
<td>August 21</td>
<td>College-wide in-service. Check online College calendar for office hours.</td>
</tr>
<tr>
<td>August 22</td>
<td>Fall 2018 semester begins.</td>
</tr>
<tr>
<td>August 24</td>
<td>Last day of late registration.</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day Holiday. College closed.</td>
</tr>
<tr>
<td>September 12</td>
<td>Last day to receive 70% refund.</td>
</tr>
<tr>
<td>September 19</td>
<td>Last day to receive 25% refund.</td>
</tr>
<tr>
<td>September 21</td>
<td>Priority deadline to request ADA accommodations.</td>
</tr>
<tr>
<td>October 15</td>
<td>Academic advising for Fall 2019 begins.</td>
</tr>
<tr>
<td>November 1-5</td>
<td>Early Bird online registration for currently enrolled (Fall 2018) students who will have completed 40 college credit hours (must be transcripted) toward degree by the end of the Fall 2018 semester.</td>
</tr>
</tbody>
</table>

## Winter Mini 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12-18</td>
<td>Fall semester finals</td>
</tr>
<tr>
<td>December 21</td>
<td>College offices closed to the public at noon.</td>
</tr>
</tbody>
</table>

## Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9</td>
<td>Tuition payment deadline for early registration for Spring 2019. From this date forward, students with an outstanding balance will be dropped from all classes at the end of the business day.</td>
</tr>
<tr>
<td>January 10</td>
<td>Late Registration begins.</td>
</tr>
<tr>
<td>January 14</td>
<td>Spring 2019 semester begins.</td>
</tr>
<tr>
<td>January 17</td>
<td>Last day of Late Registration.</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Day Holiday. College closed.</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to receive 70% refund.</td>
</tr>
<tr>
<td>February 11</td>
<td>Last day to receive 25% refund.</td>
</tr>
<tr>
<td>February 22</td>
<td>Priority deadline to request ADA accommodations for Spring 2019.</td>
</tr>
<tr>
<td>March 11-15</td>
<td>Spring Break. College closed.</td>
</tr>
<tr>
<td>March 18</td>
<td>Late Spring classes begin.</td>
</tr>
</tbody>
</table>

## Summer Mini 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13</td>
<td>Begin Summer Office Hours: 8:00 – 5:30, Monday through Thursday. Closed Friday.</td>
</tr>
<tr>
<td>May 13 – May 30</td>
<td>Summer-mini semester</td>
</tr>
<tr>
<td>May 21</td>
<td>Priority deadline to request ADA accommodations for Summer-mini.</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day Holiday. College closed.</td>
</tr>
<tr>
<td>May 28</td>
<td>Last day to withdraw from Summer-mini with a “W”.</td>
</tr>
</tbody>
</table>

## Summer I 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>Summer I semester begins. Summer I late registration (one day only).</td>
</tr>
<tr>
<td>June 10</td>
<td>Last day to receive 70% refund.</td>
</tr>
<tr>
<td>June 10</td>
<td>Priority deadline to request ADA</td>
</tr>
<tr>
<td>June 12</td>
<td>Last day to receive 25% refund.</td>
</tr>
<tr>
<td>June 21</td>
<td>Priority deadline for Fall 2019 Financial Aid.</td>
</tr>
<tr>
<td>July 3</td>
<td>Last day to withdraw with a “W”.</td>
</tr>
<tr>
<td>July 8 - 9</td>
<td>Summer I finals</td>
</tr>
</tbody>
</table>

## Summer II 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>Summer II semester begins. Summer II late registration (one day only).</td>
</tr>
<tr>
<td>July 17</td>
<td>Last day to receive 70% refund.</td>
</tr>
<tr>
<td>July 18</td>
<td>Priority deadline to request ADA</td>
</tr>
<tr>
<td>July 22</td>
<td>Last day to receive 25% refund.</td>
</tr>
<tr>
<td>August 8</td>
<td>Fall tuition payment deadline for early registration. From this date forward, students with an outstanding balance will be dropped from all classes at the end of the business day.</td>
</tr>
<tr>
<td>August 7</td>
<td>Last day to withdraw from Summer II with a “W”.</td>
</tr>
<tr>
<td>August 14 - 15</td>
<td>Summer II finals</td>
</tr>
</tbody>
</table>

## Disclaimer

Refund dates are based upon regular semester length classes, not varying length classes. Individual programs may have additional/different refund dates. Students are responsible for information in each class they attend.
HOW TO BECOME A WC STUDENT

Weatherford College is an open enrollment institution. Eligible* students who have completed the application process and have submitted all documents are accepted.

*(Eligibility is defined as: a graduate of an accredited high school, home school, one who has completed a GED, a transfer student in good standing with the previous institution or a previous WC student in good standing.)

Admission to Weatherford College is open to qualified individuals under the following conditions:
• By high school graduation,
• By the General Education Development Credential (GED), or
• By meeting individual approval guidelines: not graduated from high school, not enrolled in high school or home school, 18 years of age or older and his or her high school class has graduated.
• High School Graduates and College Transfer Students will be admitted as regular students under conditional acceptance for one semester pending acceptance of all required documents including official transcripts.

NEW STUDENT CHECKLIST

❑ APPLY FOR ADMISSION
Use the Apply Texas application located at applytexas.org

❑ PROVIDE REQUIRED TRANSCRIPTS
Provide official high school or Home School Transcripts. If you earned college credits (somewhere other than Weatherford College) while in high school, also provide an official copy of that college transcript.

❑ PROVIDE PROOF OF MENINGITIS VACCINATION
if under age 22.

❑ REGISTER FOR A NEW STUDENT ORIENTATION SESSION
These informative seminars will provide information essential to a successful college experience. Students who have attended a New Student Orientation will be able to participate in online registration.

❑ COMPLETE PLACEMENT TESTING
(if applicable) Call the Testing Center at 817-598-6383 or 817-598-6439 to schedule testing.

❑ REGISTER FOR CLASSES
View the Registration Guide and Schedule of Classes. Speak with an advisor prior to enrolling in classes.

❑ DESIGNATE HOW YOU WANT TO RECEIVE FUNDS FROM WEATHERFORD COLLEGE
This is done in your myWC account. Choose the Campus Connect tab and you will be asked to make the funds/refunds designation.

❑ PAY TUITION AND FEES BY DEADLINE
Payment Plan is available. Tuition may be paid online through your myWC account, or in person at the Business Office.

❑ EXPLORE FINANCIAL AID & SCHOLARSHIP OPPORTUNITIES
at Federal Student Aid site and the WC Financial Aid webpage.

❑ REGISTER YOUR VEHICLE AND GET STUDENT ID
Visit the WCPD website for auto registration and ID card information.

❑ CONSIDER HOUSING OPTIONS
Visit the Coyote Village website.

Have Further Questions? Contact Student Services at 817-598-6241 for assistance with the admissions process.
TSI REQUIREMENTS:
Based on TSI placement test scores, an academic advisor will determine whether or not you are TSI satisfied. TSI status will fall into one of the following categories:

**TSI Exempt:** Students must present proof of exemption at the time of registration.

**TSI Waived:** Plan to enroll in an eligible certificate program that allows TSI requirements to be waived. Students enrolling in these programs must have their skills assessed by the Compass Placement Exam. Students may only enroll in courses listed on their certificate plans.

**College Ready:** Students have fulfilled college readiness requirement when they meet one of the following criteria:
- Receive passing scores on any state-approved placement exam.
- Receive a grade of C or better in their exit-level developmental math, reading and/or writing class.

**Not College Ready:** Students who do not have passing scores on one or more of three sections of a state-approved assessment, are not exempt or do not meet the requirements to have a waiver, will receive an Individualized Success Plan. This plan will describe the sequence of developmental classes and options available for students to demonstrate college readiness. Students Not College Ready must enroll in a minimum of at least one developmental course in the areas(s) needing remediation, each long (Fall & Spring) semester, until college readiness is obtained in all areas.

TSI RESTRICTED COURSES
Students must have demonstrated college TSI readiness in the specified areas in order to take the following courses at Weatherford College:

**Writing**
- ENGL 1301 (Freshman College English)

**Reading**
- ENGL 1301 (Freshman College English)
- ENGL 2321, 2322, 2323 (British Literature)
- ENGL 2331, 2332, 2333 (World Literature)
- ENGL 2326, 2327, 2328 (American Literature)
- ENGL 2341 (Forms of Literature)
- GOVT 2305, 2306 (American Government)
- HIST 1301, 1302 (US History)
- PHIL 1301 (Intro to Philosophy)
- PHIL 2308 (Intro to Ethics)

**Mathematics**
- MATH 1314 (College Algebra)
- MATH 1316* (Plane Trigonometry)
- MATH 1324 (Mathematics for Business and Social Sciences)
- MATH 1325* (Calculus for Business and Social Sciences)
- MATH 1332 (Contemporary Math)
- MATH 1350* (Fundamentals of Mathematics I)
- MATH 1342* (Elementary Statistical Methods I)
- MATH 2412* (Pre-Calculus Mathematics)

*Course has departmental prerequisites. Please speak with an advisor for more information regarding mathematics.
## TSI Placement Requirements Chart

### Academic Exemptions: students are exempt from placement testing if the following scores are documented

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>STAARS EOC</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading/English III, Level 2</td>
<td>ENGLISH 19+</td>
<td>READING/WRITING 480</td>
</tr>
<tr>
<td>Writing</td>
<td>Reading/English III, Level 2</td>
<td>MATH 19+</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Algebra II, Level 2</td>
<td>COMPOSITE 23</td>
<td>MATH 530</td>
</tr>
</tbody>
</table>

### Non-Academic Exemptions: documents proving exemption must be submitted to Student Services

- **Military Service**: Student serving on active duty of the armed forces for 3 or more years, or was honorably discharged/retired after 8/1/80
- **Transfer Student**: Students who have successfully completed TSI restricted coursework at a previous institution, or have been declared college ready by their transfer institution (please visit with advisor)
- **Certificate seeking**: Students pursuing a level 1 certificate
- **Non-Degree seeking**: Students who are not pursuing a degree and can be declared a casual student
- **Previous Degree**: A student who has graduated with an associate or baccalaureate degree from an institution of higher education

**All students who have an exemption are encouraged to speak with an academic advisor concerning appropriate placement.**

### WC TSI Assessment Cross Walk - Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Placement Score</th>
<th>ABE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH0301</td>
<td>310-335</td>
<td>1-4</td>
<td>Students who successfully complete MATH0301 with a C or higher will move on to MATH0332. This course is taught face-to-face or in a Non-Course Base (NCBO) format (permission only), neither is eligible for Financial Aid Funding. Students enrolled in NCBO are required to complete 48 hours of tutorial in Academic Support Center.</td>
</tr>
<tr>
<td>MATH0342</td>
<td>310-349</td>
<td>5-6</td>
<td>Successful completion of MATH0342 with a C or better will enable students to enroll MATH1332 or MATH 1342.</td>
</tr>
<tr>
<td>MATH0332</td>
<td>310-349</td>
<td>5-6</td>
<td>Co-requisite model allowing students to complete both MATH 0332 and MATH 1332 as 8 week courses in the same semester.</td>
</tr>
<tr>
<td>MATH0314</td>
<td>340-349</td>
<td></td>
<td>Successful completion of MATH0314 with a C or better will enable students to enroll MATH1314 College Algebra.</td>
</tr>
</tbody>
</table>

### WC TSI Assessment Cross Walk – Reading

<table>
<thead>
<tr>
<th>Course</th>
<th>Placement Score</th>
<th>ABE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVR0301</td>
<td>309-346</td>
<td>1-6</td>
<td>Students who successfully complete DEVR0301 with a C or better will progress to DIRW0302</td>
</tr>
<tr>
<td>DIRW0302</td>
<td>347-350</td>
<td></td>
<td>Students who complete DIRW0302 with a “C” or better will be “College Ready” in both Reading and Writing.</td>
</tr>
<tr>
<td><strong>NCBO 0100</strong></td>
<td><strong>Placement Score</strong></td>
<td><strong>Diagnostic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>349-350</td>
<td>Proficient</td>
<td>Course designed for students who are near passing Reading or Writing. Students who pass this course with a &quot;P&quot; will be College Ready. NCBO-0100 can be paired with a 2nd 8 week English or History course</td>
</tr>
<tr>
<td><strong>College Ready</strong></td>
<td>351-390</td>
<td></td>
<td>Students college ready in Reading may enroll in HIST and GOVT.</td>
</tr>
</tbody>
</table>

### WC TSI Assessment Cross Walk – Writing

<table>
<thead>
<tr>
<th>Course</th>
<th>Placement Score</th>
<th>Essay</th>
<th>ABE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVW0301</td>
<td>309-329</td>
<td>1-2</td>
<td>1-2</td>
<td>Students who successfully complete DEVR0301 with a C or better will progress to DIRW0302</td>
</tr>
<tr>
<td>DIRW0302</td>
<td>330-339</td>
<td>3-4</td>
<td>4-6</td>
<td>Students who complete DIRW0302 with a “C” or better will become “College Ready” in both Reading and Writing.</td>
</tr>
<tr>
<td><strong>NCBO 0100</strong></td>
<td><strong>Placement Score</strong></td>
<td><strong>Essay</strong></td>
<td>4-6</td>
<td>Course for students who are near passing Reading or Writing. Students who complete with a “P” will be College Ready. NCBO-0100 can be paired with a 2nd 8 week English or History course</td>
</tr>
<tr>
<td><strong>College Ready</strong></td>
<td><strong>340-350</strong></td>
<td><strong>OR</strong></td>
<td>4</td>
<td>Students must be College Ready in Reading and Writing to enroll in ENGL 1301.</td>
</tr>
</tbody>
</table>

*Students desiring a higher placement than entry college-level math must take the Next Gen test in addition to establishing college readiness.*
ASSOCIATE IN ARTS (A.A.) & ASSOCIATE IN SCIENCE (A.S.)
GENERAL STUDIES ACADEMIC ADVISING GUIDE

An Associate in Arts (AA) or Associate in Science (AS) Degree is designed for students to transfer to a four-year university and consists of the 42 hours of transfer core courses and 18 hours of elective credit, for a total of 60 credit hours. Elective credits for an AA degree will be taken in the Liberal Arts areas; electives for the AS degree will be taken in the math, science and business areas. At least 25% of the coursework for a degree must be completed at Weatherford College.

**TSI STATUS**

<table>
<thead>
<tr>
<th>READING</th>
<th>MATH</th>
<th>WRITING</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCBO 0100</td>
<td>MATH 0301</td>
<td>DCBO 0100</td>
</tr>
<tr>
<td>DEVR 0301</td>
<td>MATH 0332</td>
<td>DEVR 0301</td>
</tr>
<tr>
<td>DIRW 0302</td>
<td>MATH 0314</td>
<td>DIRW 0302</td>
</tr>
</tbody>
</table>

If applicable, additional courses may be required based on placement test scores.

**READING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCBO 0100</td>
<td>Integrated Reading/Writing</td>
</tr>
<tr>
<td>DEVR 0301</td>
<td>Developmental Reading I</td>
</tr>
<tr>
<td>DIRW 0302</td>
<td>Integrated Reading/Writing II</td>
</tr>
</tbody>
</table>

**MATH**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 0301</td>
<td>Basic Math</td>
</tr>
<tr>
<td>MATH 0332</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>MATH 0314</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>MATH 0342</td>
<td>Pre-Statistics Developmental</td>
</tr>
</tbody>
</table>

**WRITING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCBO 0100</td>
<td>Special Tutorial/Writing</td>
</tr>
<tr>
<td>DEVR 0301</td>
<td>Developmental Writing I</td>
</tr>
<tr>
<td>DIRW 0302</td>
<td>Integrated Reading/Writing II</td>
</tr>
</tbody>
</table>

**CO-REQUISITE MODELS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRW 0302/ENGL 1301</td>
<td></td>
</tr>
<tr>
<td>MATH 0332/MATH 1332</td>
<td></td>
</tr>
</tbody>
</table>

**WRITTEN COMMUNICATION (6 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman College English I</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>Freshman College English II</td>
</tr>
<tr>
<td>ENGL 2311</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>

**MATHEMATICS (3-4 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1316</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>Math for Business &amp; Social Sciences I</td>
</tr>
<tr>
<td>MATH 1325</td>
<td>Math for Business &amp; Social Sciences II</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Mathematics</td>
</tr>
<tr>
<td>MATH 1342</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>MATH 2413</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>

**LIFE AND PHYSICAL SCIENCES (8 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406</td>
<td>Princ of Biology I for Majors</td>
</tr>
<tr>
<td>BIOL 1407</td>
<td>Princ of Biology II for Majors</td>
</tr>
<tr>
<td>BIOL 1408</td>
<td>General Biology I for Non-Majors</td>
</tr>
<tr>
<td>BIOL 1409</td>
<td>General Biology II for Non-Majors</td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>General Botany</td>
</tr>
<tr>
<td>BIOL 1413</td>
<td>General Zoology</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Phys I</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Phys II</td>
</tr>
<tr>
<td>BIOL 2406</td>
<td>Environmental Biology</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology for Non-Science Majors</td>
</tr>
<tr>
<td>BIOL 2421</td>
<td>Microbiology for Science Majors</td>
</tr>
<tr>
<td>CHEM 1411</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHEM 1412</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>GEOL 1404</td>
<td>Historical Geology</td>
</tr>
<tr>
<td>GEOL 1447</td>
<td>Meteorology</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>College Physics I</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics II</td>
</tr>
<tr>
<td>PHYS 1415</td>
<td>Physical Science I</td>
</tr>
<tr>
<td>PHYS 1417</td>
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<td>University Physics I</td>
</tr>
<tr>
<td>PHYS 2426</td>
<td>University Physics II</td>
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### Creative Arts (3 Credit Hours)
- **ARTS 1301** Art Appreciation 3
- **ARTS 1303** Art History Survey I 3
- **ARTS 1304** Art History Survey II 3
- **DRAM 1310** Intro to Theatre 3
- **DRAM 2361** History of Theatre I 3
- **DRAM 2362** History of Theatre II 3
- **HUMA 1315** Fine Arts Appreciation 3
- **MUSI 1306** Music Appreciation 3
- **MUSI 1307** Music Literature 3
- **MUSI 1310** American Music 3

### Language, Philosophy and Culture (3 Credit Hours)
- **ENGL 2321** British Literature 3
- **ENGL 2322** Survey of English Literature 3
- **ENGL 2323** Survey of English Literature 3
- **ENGL 2326** American Literature 3
- **ENGL 2327** Studies in American Lit 3
- **ENGL 2328** Studies in American Lit 3
- **ENGL 2331** World Literature 3
- **ENGL 2332** World Literature I 3
- **ENGL 2333** World Literature II 3
- **ENGL 2341** Forms of Literature 3
- **HIST 2311** History of Western Civ -1700 3
- **HIST 2312** History of Western Civ 1660- 3
- **PHIL 1301** Intro to Philosophy 3
- **PHIL 2306** Intro to Ethics 3
- **PHIL 2321** Philosophy of Religion 3
- **SPAN 2311** Intermediate Spanish I 3
- **SPAN 2312** Intermediate Spanish II 3

### U.S. History (6 Credit Hours)
- **HIST 1301** U.S. History to 1877 3
- **HIST 1302** U.S. History after 1877 3

### Political Science (6 Credit Hours)
- **GOVT 2305** Federal Government 3
- **GOVT 2306** Texas Government 3

### Social/Behavioral Science (3 Credit Hours)
- **ANTH 2351** Cultural Anthropology 3
- **ECON 2301** Prin of Economics – Macro 3
- **ECON 2302** Prin of Economico - Micro 3
- **PSYC 2301** Intro to Psychology 3
- **PSYC 2314** Life Span Growth & Develop 3
- **PSYC 2315** Psychology of Adjustment 3
- **SOCI 1301** Intro to Sociology 3
- **SOCW 2361** Intro to Social Work 3

### Institutional Option (4 Credit Hours)
**Choose one course from each area**

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<th>Area 1</th>
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<th>Title</th>
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<th>Area 2</th>
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<td>Intro to Phys Fitness &amp; Sport</td>
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### If Pursuing an A.A.:

### Electives
- Any course number with MA prefix 3/4
- Any course number with BUSI prefix 3

### If Pursuing an A.S.:

### MATH Elective (3-4 Credit Hours)
- **MATH** Any course number with MATH prefix 3/4

### Natural Science, Math, or Business Electives
- Any 4 credit hr lab science 4
- Any course number with MATH prefix 3/4
- Any course with ACCT, ECON, or BUSI prefix 3

### Electives
- Any course number with TH prefix 3/4

### Transfer Coursework
- Any course number with prefix 3/4

### Total Credit Hours Required for Graduation (60 Credit Hours)
- 9
These worksheets are designed to help you plan your schedule of classes. Prior to registration, you are encouraged to visit with your academic advisor. After you complete your worksheet, go to CampusConnect and register for your classes. It is your responsibility to ensure that you have met course prerequisites, are in compliance, and enroll in courses which satisfy your major’s requirements.

### SCHEDULE WORKSHEET

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<th>MONDAY</th>
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</tbody>
</table>

**NOTE:**
When deciding how many course/credit hours to take each semester, take into consideration your other obligations. Work, family, extracurricular activities, and other life events will require your time throughout the semester. 12 Credit hours is considered a full-time course load. For each credit hour in which you enroll you can expect to spend 2 hours each week outside of class studying or preparing course assignments. Therefore, a 12 hours course load will require approximately 24 hours of your time outside the classroom each week.
The Weatherford College student portal (myWC) gives you access to degree audits, financial aid information, course registration options, bill paying, unofficial WC transcripts, advising and more! To access myWC, visit WC.EDU and click on the myWC icon in the upper right-hand corner of the page. One of the most frequently used “tabs” in myWC is the Campus Connect tab. This tab allows you to register online for courses, make tuition payments, view financial aid information, see final course grades and print an unofficial copy of your WC transcript. Please spend some time looking at the various options in your myWC account.

REGISTRATION

Once you have spoken with an admissions advisor and you have provided all needed documents to Student Services you will be eligible to register for the classes you wish to take during the designated registration dates. Eligible students have the option of registering face-to-face in Student Services or taking advantage of online registration.

You may register online if:
• You are a new student and have attended New Student Orientation and have provided all needed documents to Student Services;
• You have attended WC during the previous twelve months;
• You have no holds (financial, transcripts, TSI);
• You are in good academic standing (not on academic suspension).

Some courses may require instructor permission to participate. You are required to register in person for these classes once you have received written permission from the instructor.

HOW TO REGISTER ONLINE

• Go to the Weatherford College homepage (www.wc.edu).
• Click on myWC;
• Enter myWC using your WC username and Password.
• Choose the Campus Connect tab.
• Read the Message Notification and Acknowledge to continue.
• Select Add/Drop classes under the Registration Drop down menu or select Modify Your Schedule within the Schedule Portlet
• Search for classes by selecting the appropriate campus and department. Once you select Add, the class has been added to your schedule.
• Once your schedule is complete, make arrangements for the payment of tuition. Refer to page 13 for information regarding payment options.

Please direct questions to Student Services: 817-598-8831 or Adam Finley at afinley@wc.edu. (email preferred)

During designated registration periods the online registration system will be available 24 hours a day, including holidays, except for periods of routine maintenance. For the most up-to-date course offerings, go to www.wc.edu, choose Academics and click on “Schedules & Course Catalogs.”

To VIEW the Schedule of Classes go to www.wc.edu, click on Academics and choose “Schedules & Course Catalogs.”

To REGISTER online, log in to myWC.
SCHEDULE SCREEN

Once you locate the department and course you are interested in you will see a screen like the one below. This page explains the information located on the Campus Connect screen.
PRINT YOUR CLASS SCHEDULE

It is sometimes necessary to change a room location or course instructor prior to the first day of a semester. A day or two before the semester begins, return to Campus Connect/myWC and print a copy of your class schedule to ensure you have the most current course information.

COURSE CANCELLATIONS

A minimum number of students is required in each class before a course can be taught. Class size may vary according to the location in which the class is being offered. Courses may be cancelled due to lack of enrollment or if an instructor is unavailable. Students enrolled in a cancelled course will be notified as soon as possible.

SPECIAL INSTRUCTIONS

PLEASE READ CAREFULLY

• The second digit of each course number indicates the semester hour value.
• “X” as last letter in 4-letter prefix denotes a lab section.
• ALL developmental classes require tutorial hours. Failure to attend developmental classes could result in the student being dropped from ALL classes.

OFF-CAMPUS BUILDING ABBREVIATIONS:

ASC Animal Science Classroom: located on HWY 51 South.
BSM Baptist Student Ministry: located at 118 E. Park Ave., Weatherford, TX 76086
ECGB Education Center at Granbury: located at 210 North Jones, Granbury, TX 76048
ECMW Education Center at Mineral Wells: located at 704 Hood Road, Mineral Wells, TX 76067
EMS SITE EMS Clinicals
HOSPITAL RN, VN, RT Clinicals
INTERNET Internet Class
WCWC Weatherford College Wise County: located at 502 Big Sandy Court, Bridgeport, TX 76426
WFORD FD Weatherford Fire Dept: contact Fire Science Department for location: 817-598-6347

INSTRUCTIONAL MODES

Instructional mode describes the way the course is taught.

FTF - Face-to-Face. 90% or greater required course activity (excluding outside readings and homework) occurs in a traditional classroom environment.
I - Internet. 90% or greater of the required course activities are completed in an online (internet) environment. Online courses will typically have the same foundational components as face-to-face offerings along with lecture materials, media–enhanced presentations, discussion forums, chat sessions, writing assignments, and exams. All courses at WC include a face-to-face identification verification requirement, meaning no WC course may be offered 100% online. (Two proctored activities or tests)
ITV are live courses in which one or more student populations are receiving the course via video link. Typically, there are students in a face-to-face environment with the instructor at the broadcast location as well as a student cohort at one to three remote locations. These courses work much the same as face-to-face offerings.
HYB - Hybrid. Most hybrid courses at Weatherford College are offered with approximately 50% of required course materials provided online and 50% in a face-to-face environment. Please see individual courses and instructors for exact distributions of content.
PRC - Practicum. A practical experience course that may take place at college facilities or at a designated work site.

ONLINE COURSE MANAGEMENT SYSTEM

Weatherford College uses Canvas as its online Learning Management System (LMS) for all credit hour courses. Students are automatically entered into the system and their courses immediately prior to the beginning of each semester. Students may access the site at https://wc.instructure.com using their standard WC login information. All online courses include links to course syllabi, instructor information, the course gradebook and attendance data, as well as the student evaluation instrument for the course and the instructor.
## STUDENT RESOURCES

### A BETTER LIFE THROUGH EDUCATION
/ OFFICE OF ACCOMMODATIONS

**Student Services Building, Lower Level (STSV-LL)**
Dawn Kahlden, Director / 817-598-6350

### ACADEMIC SUPPORT CENTER

**Main Campus, Liberal Arts Building, Lower Level (LART 2)**
Beverly Gibbs, Coordinator of Instructional Support
817-598-6278 or 817-598-6470

**Education Center at Granbury**
Dr. David Russell, Associate Dean / 817-598-6392 or 817-597-9188

**Education Center at Mineral Wells**
Carol Hooper, Academic Skills Specialist
817-598-8857 or 817-599-6261

**Wise County (WCWC)**
Becki Byrd, Interim Campus Director / 940-626-3247

### CENTER FOR RESEARCH AND WRITING (CREW)

**Academic Building, ACAD 121**
Shannon McNabb/ 817-598-6372

### CAREER AND TRANSFER CENTER

**Doss Student Center**
John Turntine, Director / 817-598-6348

**Weatherford College Wise County**
Becki Byrd, Student Services Coordinator / 940-627-2690

### COUNSELING SERVICES FOR STUDENTS

**Student Services Building, Lower Level (STSV-LL)**
Phyllis Tiffin / 817-598-6246

### DUAL CREDIT OFFICE

**Liberal Arts Building, Lower Level (LART-LL)**
Angie Atkins, Dual Credit Specialist / 817-598-8818 / aatkins@wc.edu

### INTERNATIONAL SERVICES

**Student Services Building, Lower Level (STSV-LL)**
Latonya Hines, Assistant Director of Admissions / 817-598-6468

### LIBRARY

[www.wc.edu/library](http://www.wc.edu/library)

**Speaker Jim Wright Library**
Valorie Starr, Director / 817-598-6252

**Weatherford College Wise County**
Mary Howard, Library Technologist / 940-626-3252

### STUDENT SUPPORT SERVICES (SSS)

**Student Services Building, Upper Level (STSV-UL)**
Kim Hutton, Director / 817-598-6484

### TESTING SERVICES

**1st Lt. Jack Knight Bldg. (TEPS)**
Gwen Crabtree, Director / 817-598-6383

**Weatherford College Wise County**
Becki Byrd, Interim Campus Director / 940-626-3247

**Education Center at Granbury**
Neda Benitez / 817-598-6339

**Education Center at Mineral Wells**
Karen Wells / 817-598-8850

### VETERANS INFORMATION

**Student Services Building, Upper Level (STSV-UL)**
Ralph Willingham, Director / 817-598-6248
TUITION AND FEES

Business Building, Lower Level (BUSI-LL)
Business Services / 817-598-6265.

Students who are receiving financial aid must confirm their financial award with the Financial Aid Office prior to registration.

Senior citizens (65 or older) auditing classes receive an exemption for all tuition and fees, regardless of the number of hours taken. Those taking classes for credit may receive an exemption for tuition for six hours per semester on a space available basis. Application for senior citizen exemption must be made in the Financial Aid Office on the date of registration. Tuition, fees, instructors and classes are subject to change without notice.

2018-2019 ACADEMIC YEAR TUITION AND FEES

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Differential Tuition Per Credit Hour by Program
Associate Degree Nursing ................................................ $40
Computed Tomography .................................................... $40
Diagnostic Medical Sonography .................................... $40
Occupational Therapy Assistant .................................... $40
Physical Therapist Assistant ........................................ $40
Radiologic Technology .................................................. $40
Respiratory Care .......................................................... $40
Vocational Nursing ....................................................... $40

Additional Fees, As Applicable
All fees must be paid by cash, cashier’s check, money order or credit card. All fees are non-refundable.

Testing Center Fees
Accuplacer ................................................................. $25
ADN-A&P or Micro Biology Test ..................................... $25
ATI TEAS Test ............................................................. $80
CLEP Administration Fee .......................................... $15
HSRT-AD (PTA) .......................................................... $20
IC3 Test ................................................................. $32
MOS Test ................................................................. $86
PROCTOR Fee .............................................................. $25
State Fire Certification Test ......................................... $25
TCOLE Test ............................................................... $25
TSI Assessment Test ................................................... $25

Other Fees
Alcohol Awareness Certification Replacement Fee ............ $10
Coyote Card Replacement Fee ..................................... $10
Fax Charges (per fax, unlimited pages) ........................... $2
International Processing Fee ........................................ $50
Return Check Service Charge .................................... $25
Student Print/Copier Charge - Black & White per page ...... $0.10
Student Print/Copier Charge - Color per page ................ $0.15
Teacher Certification Application Fee ......................... $50
Three-Peat Fee (per semester hour) .......................... $50

Refer to the Catalog for a listing of laboratory fees.

PARKING FEES
All students must register and obtain a College parking permit before operating their vehicles on campus property. Parking fees are included on tuition statement. Parking permits must be picked up from the Campus Police Department located in Couts Hall (COUT-LL).

Permit fees are assessed as follows:
$30 - Fall Semester
$30 - Spring Semester
$20 - Summer I Session
$20 - Summer II Session
$2 - for Continuing Education Students in classes for more than 14 days
$2 - additional fee for registering more than one vehicle

Three-Peat Fee
There is a $50 per semester credit hour charge (Ex: $150 for a three-hour course) for those hours attempted for the third time or more. The charge will appear on the student’s statement as “Repeat 3 Fee.” Students may request a waiver of the Three-Peat fee based on hardship in the financial aid office where they will be informed about the procedures. Students may receive the waiver for no more than one time per class and no more than three times cumulatively.

MUAP - Individual Music Instruction Fee
A fee of $150 per semester hour is assessed for MUAP Individual Music Instruction.

Returned Check and Unpaid Charges
A $25 returned check fee is charged for each check returned by a financial institution for any reason. Returned checks for tuition and fees will be considered non-payment; therefore the student will be subject to being dropped from all classes. The College will no longer accept checks from an individual who has a prior returned check. Any unpaid charges will be sent to a third party agency for collection. The student will be responsible for all collection costs and attorney fees.
GENERAL REFUND POLICY
If you drop a class prior to the first day of the semester you will receive a 100% refund of tuition and fees for the course. Refunds for classes dropped on or after the first day of the semester are based upon the Texas Higher Education Coordinating Board refund schedule which can be found in the Weatherford College Catalog.

DISCLAIMER: Refund dates are based upon regular semester length classes, not varying length classes. Individual programs may have additional/different refund dates. Students are responsible for information in each class they attend.

TUITION PAYMENT DEADLINES
Fall 2018 Early Registration - Payment is due by Aug. 9, 2018. Fall 2018 Registration after Aug. 9, 2018 - Payment is due at the time of registration. December - Mini Registration - Payment is due at the time of registration. Spring 2019 Early Registration - Payment is due Jan. 9, 2019. Registration after Jan. 9, 2019 - Payment is due at the time of registration. May - Mini, Summer I & II 2019 Registration - Payment is due at the time of registration.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

TARGET DATES TO ENROLL BY

<table>
<thead>
<tr>
<th>SUMMER 1 2018</th>
<th>e-Cashier available on April 4, 2018. Full payments may be made on e-Cashier through June 6, 2018.</th>
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<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
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<td>April 4 - June 6</td>
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<th>SUMMER 2 2018</th>
<th>e-Cashier available on April 4, 2018. Full payments may be made on e-Cashier through July 16, 2018.</th>
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<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
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<tr>
<td>April 4 - July 16</td>
<td>50%</td>
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<table>
<thead>
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<th>e-Cashier available on April 4, 2018. Full payments may be made on e-Cashier through Sept. 16, 2018.</th>
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<td>Last day to enroll online</td>
<td>Required down payment</td>
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<td>April 4 - Aug 2</td>
<td>none</td>
</tr>
<tr>
<td>April 4 - Aug 24</td>
<td>25%</td>
</tr>
<tr>
<td>Aug 25 - Sept 6</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING 2019</th>
<th>e-Cashier available on November 1, 2018. Full payments may be made on e-Cashier through Jan. 29, 2019.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to enroll online</td>
<td>Required down payment</td>
</tr>
<tr>
<td>Nov 1 - Dec 3</td>
<td>none</td>
</tr>
<tr>
<td>Nov 1 - Jan 3</td>
<td>none</td>
</tr>
<tr>
<td>Nov 1 - Jan 11</td>
<td>25%</td>
</tr>
<tr>
<td>Jan 12 - Jan 29</td>
<td>50%</td>
</tr>
</tbody>
</table>

Installment plan payments are processed automatically from the account provided on the 5th of each month and will continue until the balance is paid in full. All full and down payments are processed IMMEDIATELY.

E-CASHIER AVAILABILITY
Availability of e-Cashier is determined by Weatherford College. Please be aware that the college may elect not to have e-Cashier available during specific times and dates during registration.

BALANCE ADJUSTMENTS
Please do not assume your balance will be automatically adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online through MyWC/Campus Connect and your payment plan or contact the Weatherford College Business Office at 817-598-6265 to confirm the change.

COST TO PARTICIPATE
• $25 enrollment fee per semester (ACH & credit card)
• $30 returned payment fee if a payment is returned

SIMPLE STEPS TO ENROLL IN THE PAYMENT PLAN
• Go to www.wc.edu
• Click on myWC tab and sign-on
• Click on CampusConnect tab
• Select the box that begins “Please Click Here..” (in blue) to select how you would like to receive refunds from Weatherford College.
*NOTE: If you have already selected how you would like to receive refunds, please skip down to the Message Notification step.
• When finished, return to Campus Connect and select the CLICK HERE box after completing the Refund Choice to continue.
• Go to Message Notification section and acknowledge the message
• Select Acct Information > Review/Pay Account > “Select Term”
• Select “Pay in Full & Payment Plan” button at the bottom of the statement

ADVANTAGES
• Easy online enrollment
• Monthly payment plan
• Flexible payment options
• No interest

PAYMENT METHODS
• Automatic bank payment (ACH)
• Credit card/debit card

Before you click the Submit button, please read carefully through the Final Review and the Terms and Conditions. An immediate email will be sent (if an email address is provided for the person responsible for payment) confirming enrollment through e-Cashier.

For additional help, call 800-609-8056. Hours: Monday - Thursday, 7:30 a.m. - 7 p.m. and Friday, 7:30 a.m. - 5 p.m.
WC STUDENT EMAIL

STUDENT EMAIL IS THE PRIMARY FORM OF COMMUNICATION BETWEEN WEATHERFORD COLLEGE AND ITS STUDENTS. BE SURE TO CHECK YOUR STUDENT EMAIL REGULARLY.

Weatherford College students have their own Weatherford College email account. An email account is created for each person who applies to Weatherford College.

USER NAME
• Your user name will be sent to your personal email 2-5 business days after completion of the Weatherford College application through Apply Texas.

PASSWORD
• Your password is your full numerical birth date in month, day and year order (mmddyyyy) for a total of eight characters. For example, if your birth date is March 15, 1991, your password is 03151991. Be sure to use zeros where needed.

LOGIN
You may check your email from any computer with Internet. Access student email by going to the main college website, www.wc.edu, scrolling to the bottom and click on the student email link to the right.

For help with the student email system, call the Weatherford College Help Desk at 817-598-6364.

CHECK YOUR EMAIL!
All WC communication will come to you by student email. This includes:
• Financial Aid Information
• Refund Information
• Payment due dates
• Reminders of important deadlines
• Information from Instructors
• Notices of campus events
FINANCIAL AID INFORMATION

Student Services Building, Upper Level (STSV-UL)
Donnie Purvis, Director of Financial Aid / 817-598-6295

The Financial Aid Department at Weatherford College is available to assist you if you are unable to meet the costs of attending college. You may be eligible for financial assistance made available from several sources. Based on the determination of need as established by the U.S. Department of Education (USDOE), the primary responsibility of financing an education rests with students and their families; however, grants, scholarships, loans, work opportunities and other financial assistance programs are available to students who qualify for these programs.

All federal financial aid is awarded in strict compliance with federal regulations, state regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need who have completed the Free Application for Federal Student Aid (FAFSA) and all other required paperwork by the published priority dates. Processed applications and all other required paperwork must be submitted to the financial aid office no later than June 21, 2018 for the Fall 2018 term, and no later than November 18, 2018 for the Spring 2019 term. Otherwise, funds may not be available for assistance with tuition and books by the payment deadline date. If you have missed the deadline, you will need to make payment arrangements through our FACTS payment system.

You may access the financial aid application forms for grants and scholarships at http://www.wc.edu/financialaid. If you are considered a dependant student based upon the USDOE policies, then both you and your parent must obtain a separate PIN number, and both of you must sign the FAFSA. Failure to sign the FAFSA appropriately may delay the processing of your FAFSA.

WC’s award year for financial aid purposes is fall, spring and summer. Each student seeking federal and/or state financial aid must complete the FAFSA on an annual basis.

In addition to grants, scholarships, loans and work study programs, the Texas Legislature has established additional waiver, exemption and grant programs to provide assistance to students who are Texas residents. Waiver and/or exemption requests and documentation must be provided to the financial aid office no later than the official census day for the term in which the waiver or exemption is requested. Documentation received after census day will not be honored. Additional information about these programs is available from the financial aid office or online at www.collegeforalltexans.com.

Students can check the status of their financial aid on myWC. If you have been issued a student ID and password, you can login to myWC and click on the financial aid link and check your current status. If you have been awarded financial aid, all of your awards will display for you.

PLEASE NOTE: myWC is the primary way the Financial Aid Office notifies you of your current financial aid status. You can view your awards or any missing information that we need from you here. Log into myWC at https://mywc.wc.edu/ics.
VEHICLE REGISTRATION, COYOTE CARD, & COYOTE ALERT

Weatherford College Police Department
Couts Hall, 817-598-6319

VEHICLE REGISTRATION

Go to the above website to complete online vehicle registration. After online registration has been completed, bring a copy of your receipt showing you have registered for class to Couts Hall where the College Police Department is located. Students attending classes at Weatherford College Wise County can visit the Security Office on campus (502 Big Sandy Court, Bridgeport, TX) to obtain their vehicle permits and student I.D. cards. Vehicle parking permits and student I.D. cards will be issued at the same time.

COYOTE CARD

The Coyote Card is the official Student ID of Weatherford College. You may use it for refunds due from WC, student discounts and campus activities. To get your Coyote Card, you will need your driver’s license and student ID number. (Under 18 requires parent signature.) There is a $10 fee to replace a lost Coyote Card.

1. IS MY COYOTE CARD SECURE?
Yes, your balance is protected. Never give anyone your card number, expiration date, security number or PIN number unless you are making a purchase. This is information that they do not need.

2. HOW DO I USE MY COYOTE CARD?
You must first activate your card by performing a balance inquiry at any ATM using your PIN number. After activation, you may use your card at most ATMs and at all merchants who accept MasterCard, including merchants on the internet.

3. HOW DO I DEPOSIT MORE MONEY TO MY COYOTE CARD?
Making a deposit to your account is easy:
• Online deposits at www.myCOYOTEcard.com
• Present your Coyote Card at any MoneyGram location and provide receive code 5023
• In-Person at any Herring Bank branch
• By direct deposit from your employer
• By calling us at 866-348-3435 to assist you.

4. WHO DO I CALL IF I HAVE ANY QUESTIONS ABOUT MY COYOTE CARD?
For your convenience, Call 866-348-3435 and please have your card or account number ready for verification.

5. HOW CAN I VIEW MY BALANCE, REVIEW TRANSACTIONS OR ORDER CHECKS?
Enroll in Internet banking by calling 866-335-4318.

COYOTE ALERTS THROUGH SCHOOL CAST

Weatherford College uses School Cast to send emergency notifications (Coyote Alerts). The Coyote Alert System is used for notification in the event of unscheduled campus closings or emergencies. Coyote Alert messages may be sent to your cell phone, home and/or office phone. All students will receive an email at the beginning of each semester, sent to their WC email address, with their personal Coyote Alert log-in information. You can then go to the website and enter your personal contact information.

Watch your student email for additional information.
TEXTBOOKS & SUPPLIES

THE WC BOOKSTORE

Doss Student Center (DOSS)
Carleton Dunn, Manager / 817-598-6286 / weatherford@texasbook.com
www.weatherfordbooks.com
Like us on Facebook at facebook.com/WCBookstore

Students are responsible for purchasing their textbooks and class supplies. The Campus Store, located in the Doss Student Center, with a branch at the Wise County Campus, is maintained for the convenience of students and has all necessary textbooks and course materials. The Campus Store also carries an assortment of school supplies, academic priced software, reference materials, along with WC clothing and gifts. Purchases may also be made through the bookstore website

Weatherford Campus
Regular store hours: Monday - Thursday, 7:45 a.m. - 5 p.m. and Friday 8 a.m. - 4 p.m. Closed Saturdays and Sundays
Summer store hours: Monday - Thursday, 7:45 a.m. - 5:30 p.m. Closed Friday - Sunday

Wise County Campus
Store hours vary. Please call store at 940-626-3259 for times.

TEXTBOOK REFUND POLICIES
An original receipt is required for every refund, no exceptions.

All general merchandise in new condition can be returned or exchanged within three business days accompanied by the original receipt.

Books must be returned in the same condition in which they were sold, including all inserts or codes. All shrink-wrapped books must be returned in the original shrink wrap. Any new books returned with blemishes, writing, markings, bent pages or covers, or any other damage will be considered for a refund at the used price.

To receive a full refund for a textbook, it must be returned during the semester in which it was purchased. For the fall or spring semester, full refunds will be given through the first five (5) days of class. After the fifth day of class, full refunds will be given through the 12th day of class ONLY WITH A DROP SLIP. Textbooks for summer classes must be returned during the first five (5) class days. OUTSIDE OF THE ABOVE PARAMETERS, TEXTBOOKS AND COURSE MATERIALS ARE NOT REFUNDABLE.

Students who miss the return dates may sell their books back at any time and receive the current wholesale price.

Unfortunately, NO REFUNDS ARE AVAILABLE on software, study guides, lab manuals, outlines, exam guides, photocopied materials, special orders, clearance items, or any course material that requires the student to write in it or to tear pages out.

BUY-BACK DATES
WE BUY BACK BOOKS EVERY DAY.
HOWEVER, STUDENTS RECEIVE THE MOST VALUE FOR THEIR BOOKS DURING FINALS WEEK BUY-BACK.
EDUCATION CENTER AT MINERAL WELLS

The Education Center at Mineral Wells is located on Highway 180 in the Fort Wolters Industrial Park, just inside the Parker County line. At the stoplight, turn north onto Washington Road. Bear right at Lee Road onto Hood Road and follow it to ECMW.

EDUCATION CENTER AT GRANBURY

210 North Jones  |  Granbury, TX 76048  
817-598-6339  |  800-579-9188  
Dr. David Russell, Associate Dean of Instruction
POLICIES

CAMPUS POLICE
Couts Hall, Lower Level (COUT-LL), 817- 594-1731
For emergency situations call 911.
Weatherford College provides a campus police department, located in the lower level of Couts Hall, consisting of a Chief of Police, full-time and part-time Texas Certified Peace Officers and a Crime Victim Liaison. Campus police are on duty 24/7 to provide a safe and secure environment for students, faculty and staff members. At Weatherford College Wise County, a full-time security officer and two part-time security officers are on duty.

CAMPUS TOBACCO & RELATED PRODUCTS POLICY
The College District prohibits the use of any type of tobacco products including electronic cigarettes or any other electronic vaporizing device on College District grounds and in College District buildings, facilities and vehicles in order to provide students, employees and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco & related products shall be permitted in private vehicles parked on the College District property provided any residue is retained within the vehicle.

DRUG FREE CAMPUS
WC has adopted a drug and alcohol-free campus program, which provides information to its public regarding the dangers of alcohol abuse and the availability of alcohol counseling or programs.

EQUAL OPPORTUNITY
Weatherford College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status or disability.

SAFETY PLAN
For severe weather shelters, see the Student Handbook or the Severe Weather Brochure available in the Student Services Office and the Campus Police office. The Coyote Alert System is designed to warn staff and students of severe weather or other imminent danger.

STATEMENT OF COMPLIANCE
Weatherford College does not discriminate on the basis of age, sex, race, color, national or ethnic origin or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, employment practices, athletic and other school-administered programs.

STUDENT RIGHT TO KNOW & JEANNE CLERY ACT
Weatherford College provides certain consumer information to our future and current students. Listed below is some of the information that is available to you:

• Basic financial aid information is available in the registration guide, catalog and on the Weatherford College website.
• General information about Weatherford College is available in the registration guide, catalog, and on the Weatherford College website.
• Student Right-to-Know Act information about completion/graduation rates for the general student body and student athletes is available in the Student Services office.
• Equity in Athletics information about student athletes is available on the website and the hardcopy form is available in the Student Services office.*
• The Jeanne Cleary Crime Statistics report is available on the Weatherford College website, and the hard copy form is in the Student Services office and the Campus Police Department.**
• Family Education Rights and Privacy Act (FERPA) information is located in the WC Catalog and on the website.

Employees are available during regular business hours to assist with accessing any of the above information.

* Equity in Athletics can be found at www.wc.edu, on the Consumer Information page, under the About tab.
** Jeanne Cleary Crime Statistics report can be found on www.wc.edu, going to Future Students tab, and a link is available for the statistics on the right side of the page.

WEATHERFORD COLLEGE CATALOG
The 2018-2019 Weatherford College Catalog provides general information regarding WC policies, services, programs and prerequisites. Students are responsible for ensuring they have met all requirements for enrollment in a particular course of study that requires additional background and experience. Students should contact their faculty advisor or counselor for advisement. Catalogs can be viewed online at www.wc.edu.
HELPFUL WC PHONE NUMBERS

For more information about Weatherford College, call 1-800-287-5471 or:

- Admissions ........................................ 817-598-6241
- Bookstore ........................................... 817-598-6286
- Business Services ............................... 817-598-6265
- Career & Transfer Center ................. 817-598-6377
- Continuing Education ...................... 817-598-6305
- Dual Credit ........................................... 817-598-8818
- Education Center at Granbury ........ 817-597-9188
  To schedule tests at ECGB, email ECGBtest@wc.edu
- Education Center at Mineral Wells .... 800-300-2591
  ................................................ 817-599-6261
- Financial Aid ......................................... 817-598-6295
- International Students ...................... 817-598-6468
- Phi Theta Kappa ..................................... 817-598-6404
- Registrar ........................................ 817-598-6218
- Special Populations .......................... 817-598-6350
- Student Activities ............................. 817-598-6247
- Student Housing ................................ 817-598-8876
- Testing Center ..................................... 817-598-6383
- TSI Coordinator ..................................... 817-598-8831
- Veterans Affairs ............................... 817-598-6248
- Vocational Counseling ...................... 817-598-6246
- WC Ambassadors* ............................. 817-598-6393
- WC Police Department ........................ 817-598-6316 or 6318
- On-Duty Security ............................... 817-771-3535
- WC Wise County ................................. 940-627-2690

*From September through April, Weatherford Campus tours are given daily at 11 a.m. and 2 p.m. Reservations not required. Summer tours are given at 11 a.m. daily. Meet 10 minutes before tour starting time at the WC Ambassador’s office (ACAD 112). Education Center tour times may vary. Contact desired location for specific information.

WC ADMINISTRATION

ACCREDITATION

Weatherford College of the Parker County Junior College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4501 for questions about the status of Weatherford College.

Interested constituents may contact the Commission on Colleges (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Weatherford College and not to the Commission’s office.

ADMINISTRATION

Executive responsibility for administering policies of the Board of Trustees is delegated to the president of the College, who is assisted by the vice presidents, deans and administrative officers.

Interim President .................................. Brent Baker ................................. bbaker@wc.edu, 817-598-6271
Executive V.P. of Financial & Administrative Affairs .................................. Andra Cantrell ................................. acantrell@wc.edu, 817-598-6263
V.P. of Instruction & Student Services .................................. Michael Endy ................................. rbowers@wc.edu, 817-598-6214

2018-2019 WEATHERFORD COLLEGE BOARD OF TRUSTEES

Ultimate responsibility for governance of Weatherford College is vested by state statute in a seven-member district Board of Trustees. The Parker County electorate chooses each member for a six-year term of office. WC trustees include:

- Mac Smith, Chair .................................. msmith@wc.edu
- Sue Coody, Vice Chair .............................. scoody@wc.edu
- Lela Morris, Secretary/Treasurer ............. lmorris@wc.edu
- Elaine Carter ........................................... ecarter@wc.edu
- Dr. Trev Dixon ........................................... tdixon@wc.edu
- Roger Grizzard ................................. rgrizzard@wc.edu
- Judy McAnally ........................................ jmcanally@wc.edu
- Dr. Robert Marlett ..................................... rmarlett@wc.edu

Board members may be contacted by phone at 817-598-6271.