

# HOW TO APPLY

## Step 1 – Create Student Account

- Go to:

- [wc.edu/wf](http://wc.edu/wf)

[Home](#) / [Admissions](#) / [Workforce Admissions](#) / [Registration Information](#)

### 1. Apply Online

1. Create an Account for an online application
2. Answer all required questions on the application, indicated by\*.
3. Review and submit application.
4. Check status in application account.

- Create an Account

- Student can click on either link

**WEATHERFORD COLLEGE** 1866

[SIGN IN](#) [CREATE ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [EVENTS](#)

## Welcome

[DONT HAVE AN ACCOUNT? CLICK HERE TO CREATE ONE](#)

Email

Password  [SHOW](#)

[Forgot your password?](#)

Remember Me

Are you signed in from a public computer?

[Sign In](#)

Weatherford College | 225 College Park Drive Weatherford, TX 76086 | 817.594.5471

- Student will fill in highlighted information

## Create Account

Tell Us About Yourself

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Birth Date

Phone Preference: \*

Home Phone

Cell Phone

Do Not Message

Permanent Physical Address

Country

Address Line 1

Address Line 2

City

State/Province

ZIP/Postal Code

Are you a veteran or dependent of a veteran?

Yes  No

Citizenship Status \*

Ethnicity

American Indian or Native American

Yes  No

Asian

Yes  No

Black or African American

Yes  No

Native Hawaiian or Pacific Islander

Yes  No

White

Yes  No

## Other Information

Do you plan to apply for a scholarship?

Yes  No

Do you plan to participate in athletics?

Yes  No

Do you plan to participate in performing arts?

Yes  No

Do you plan to take courses while enrolled in high school?

Yes  No

Will you require a visa to study at Weatherford College?

Yes  No

- Students will use the drop-down arrow to see what answer applies to them. If you choose Non-Credit for your academic interest you will choose General Studies Non-Credit for your academic program or choose the Workforce program you are interested in.

On which campus do you plan to take the majority of your courses?

This answer is not a commitment to study at a single location and can be adjusted at any time.

Academic Interest \*

Academic Program \*

### Account Information

Password \*

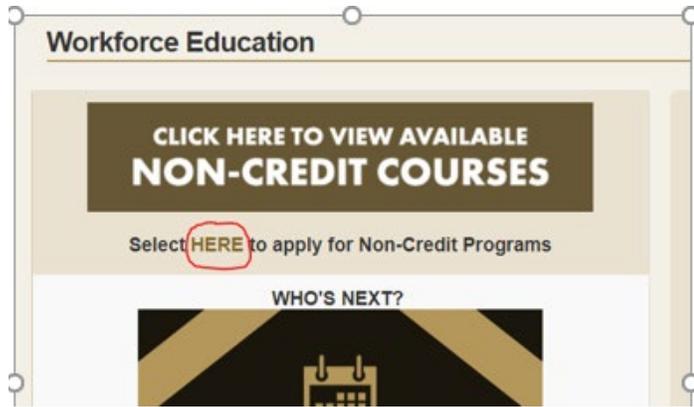
Confirm Password \*

Create Account

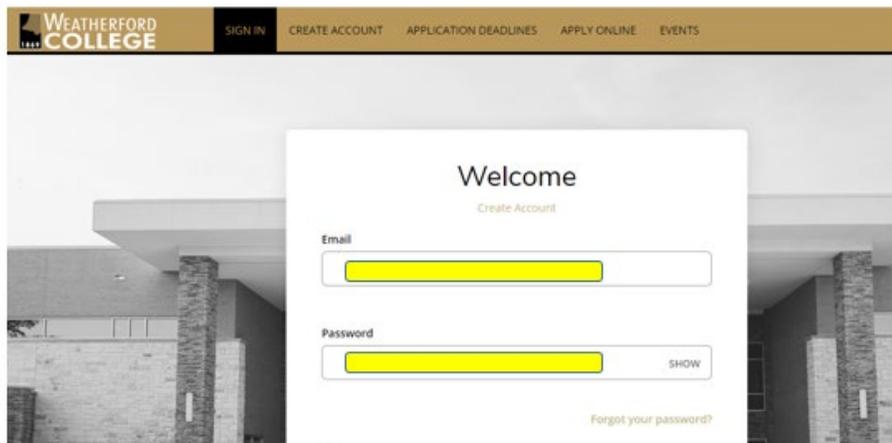
# Step 2 – Create Student Application

(No Supplemental Items)

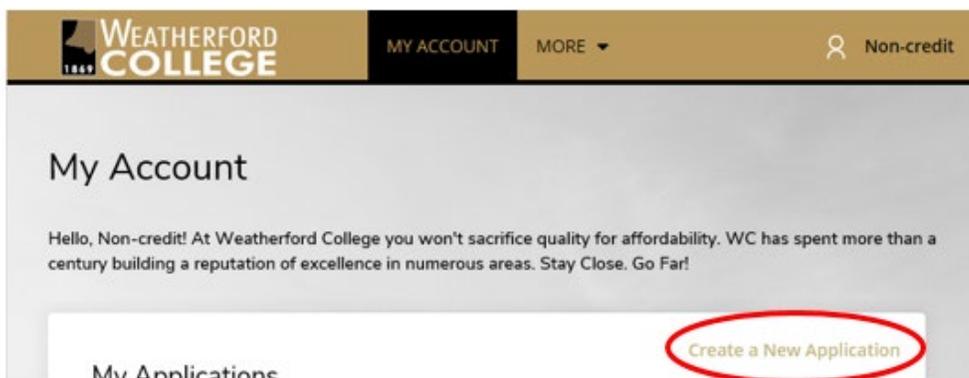
- Go to:
  - [wc.edu/workforce](http://wc.edu/workforce)



- Log into Account created in Step 1
  - Enter in highlighted fields
  - Click on “Sign In”



- Once logged in, click on “Create a New Application



- Click on “Start a New Application”

## Application Listing

Your New Career awaits

Start a New Application

- Select your Academic Program and when you expect to begin.
  - If you don't see your Academic Program in the drop down list, use "General Studies Non-Credit." This is for classes like CPR, contract training, Photography, Drilling etc.
  - You are not required to attend then, it is just an estimate.

### Online Application

Select a Term and Program

Academic Program \*

Entry Term \*

Back

Submit

- Complete the application. Fields marked with an \* are required fields.
  - If you get interrupted you can click "Save Application" and come back to it later.
  - To go back to an application in progress, click Edit once you are logged into your account.

My Applications			<a href="#">Create a New Application</a>
APPLICATION	STATUS	ACTION	
Dec. 1 2020 thru Feb. 28 2021 - Computer-Aided Drafting & Design (CAD)	Started	<a href="#">Edit</a>	

- Once all information is completed, the last page is the Signature and Submission page.

- You will be need to toggle “Yes”, enter your name as your electronic signature and click on “Preview Before Submission.”

Withdraw

Plans Personal Family Academics Resources Signature & Submission

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Certification

Please affirm the following before you submit your application.  
Do you certify the following? \*

I understand that once my application has been submitted it may NOT be altered in any way.

  Yes  No

Do you certify the following? \*

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

  Yes  No

Do you certify the following? \*

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based.

  Yes  No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Signature Date \*

Previous Page

Save Application

Preview Before Submission 

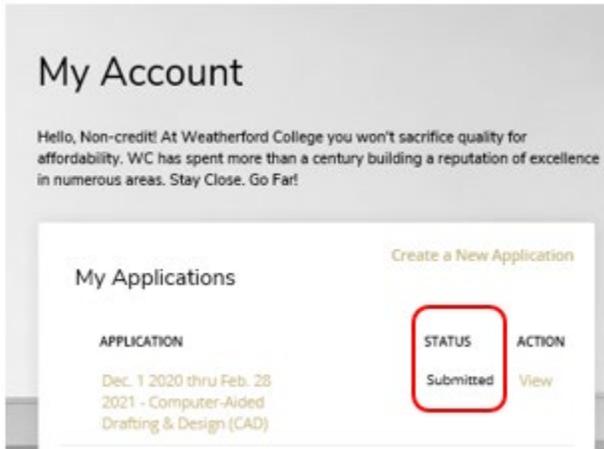
- Review information entered.
  - Pay special attention to social security number, email and phone number.
  - If you see errors, click on Edit Application.
  - Otherwise, click on Submit Application.

Edit Application

Submit Application

Your application is now submitted!!

You can monitor the status of your application on your home page.



The screenshot shows a user interface for 'My Account' at Weatherford College. It includes a header with the college's name and a welcome message. Below this is a section titled 'My Applications' with a link to 'Create a New Application'. A table lists the user's applications, with the 'Submitted' status highlighted by a red box.

APPLICATION	STATUS	ACTION
Dec. 1 2020 thru Feb. 28 2021 - Computer-Aided Drafting & Design (CAD)	Submitted	<a href="#">View</a>

The progression of the application should be Submitted → Completed → Admitted.