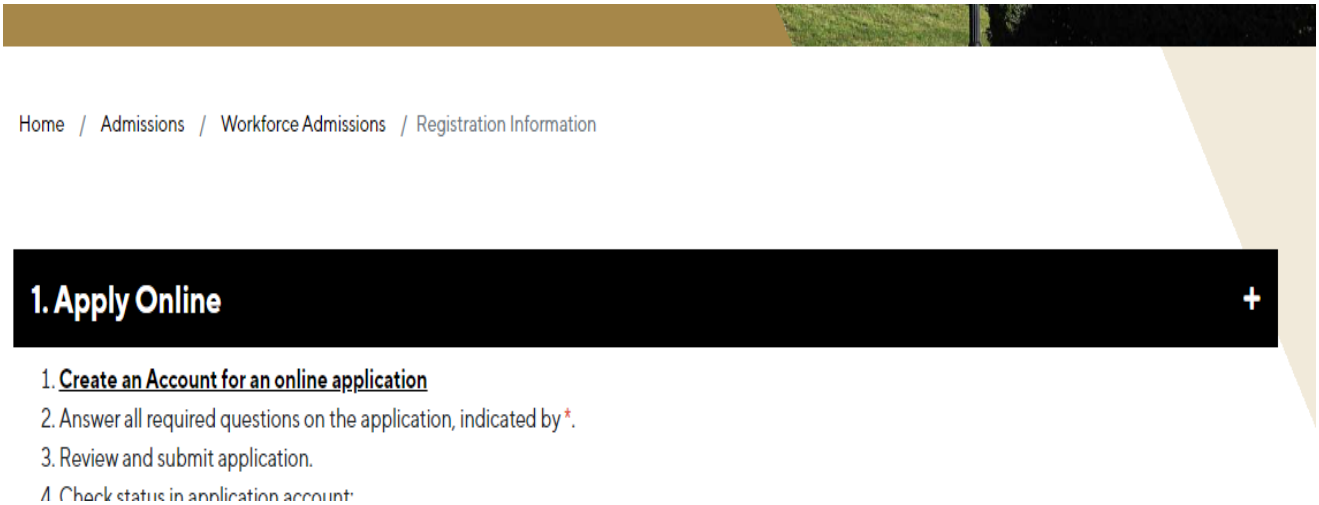
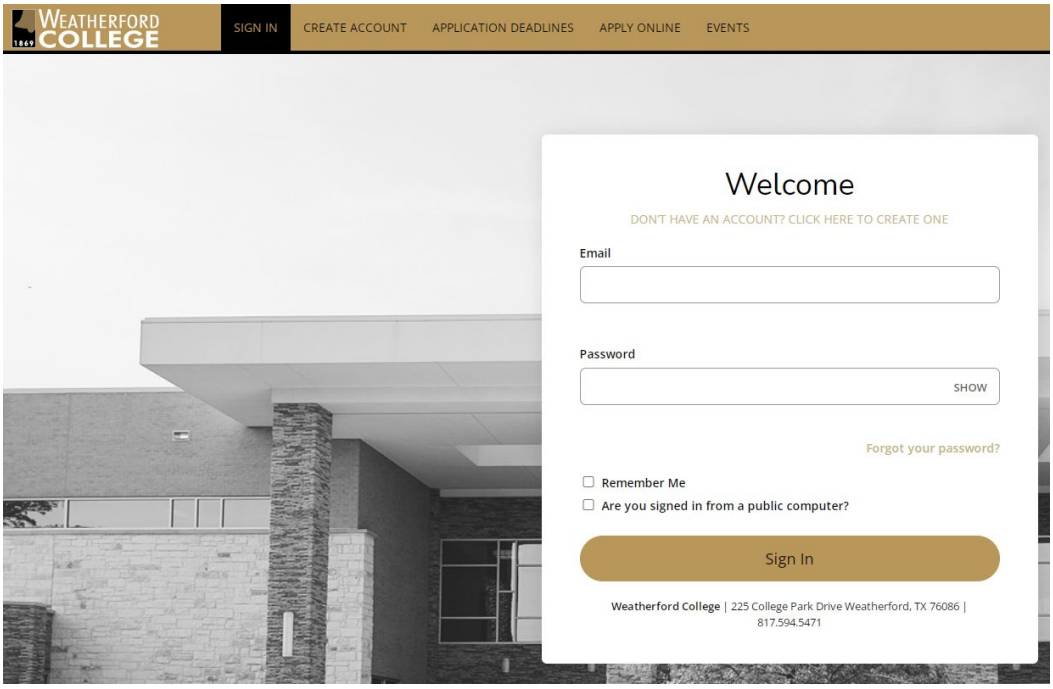
# HOW TO APPLY

## Step 1 – Create Student Account

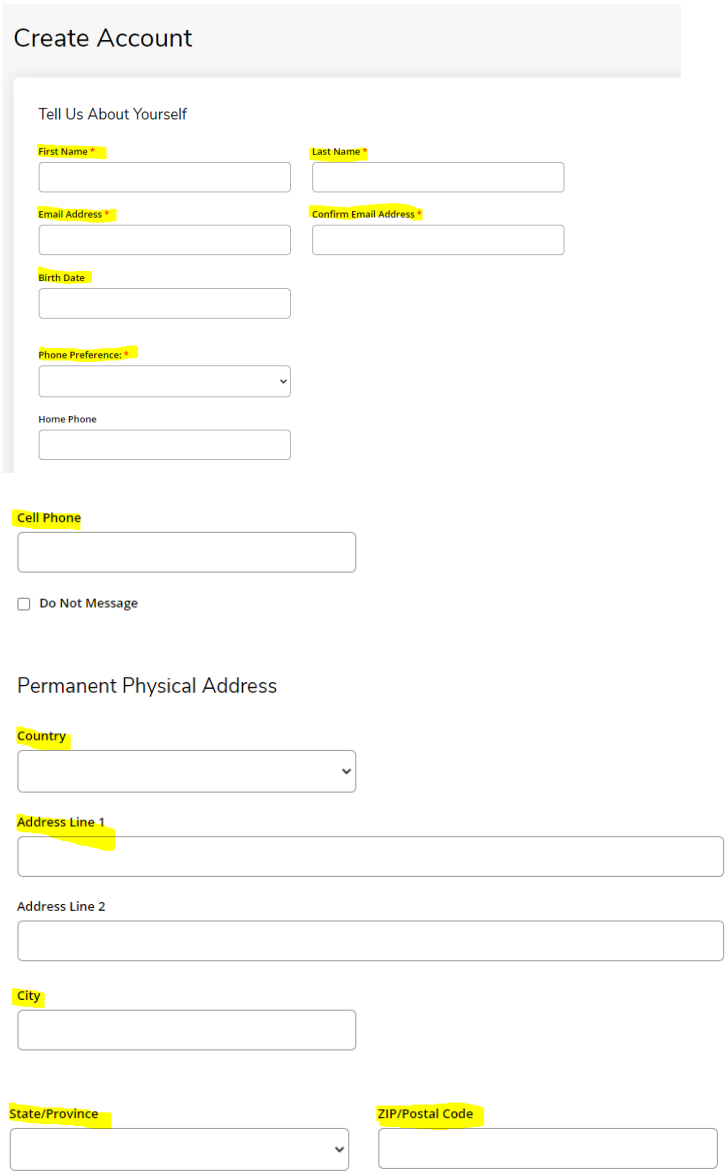
- Go to:
    - wc.edu/wf




    - Create an Account
        - Student can click on either link



- Student will fill in highlighted information



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

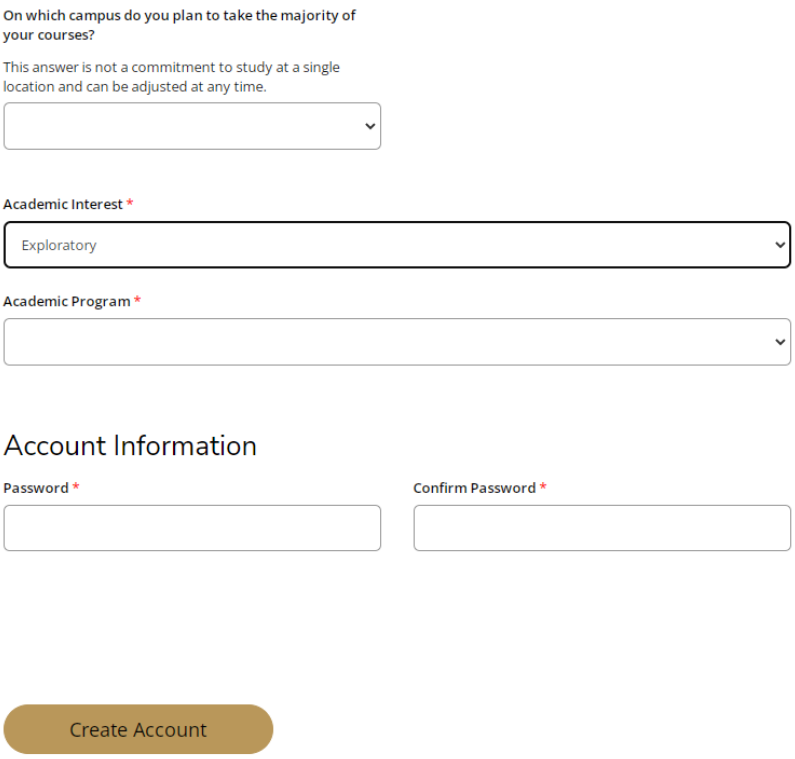
Do you plan to take courses while enrolled in high school?

- ◯ Yes
- ◉ No

Will you require a visa to study at Weatherford College?

- ◯ Yes
- ◉ No

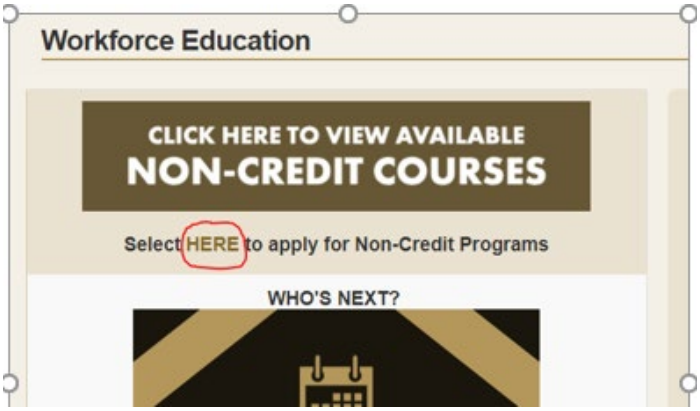
• Students will use the drop-down arrow to see what answer applies to them. If you choose Non-Credit for your academic interest you will choose General Studies Non-Credit for your academic program or choose the Workforce program you are interested in.



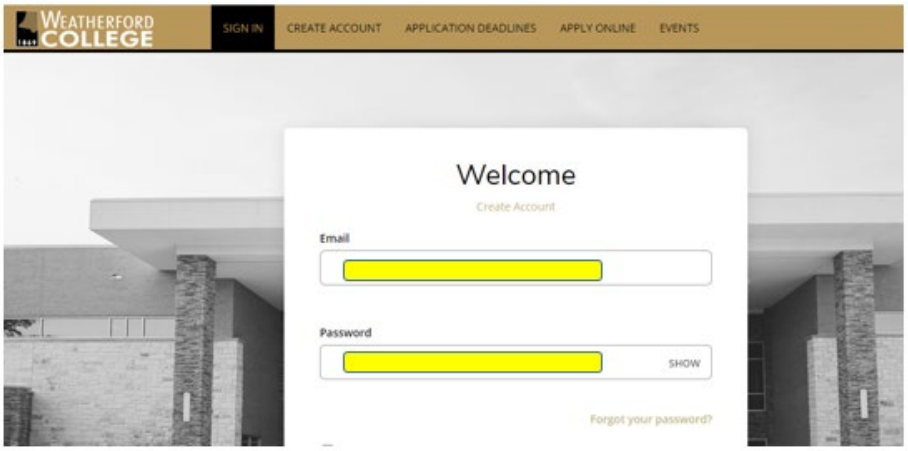
# Step 2 – Create Student Application

(No Supplemental Items)

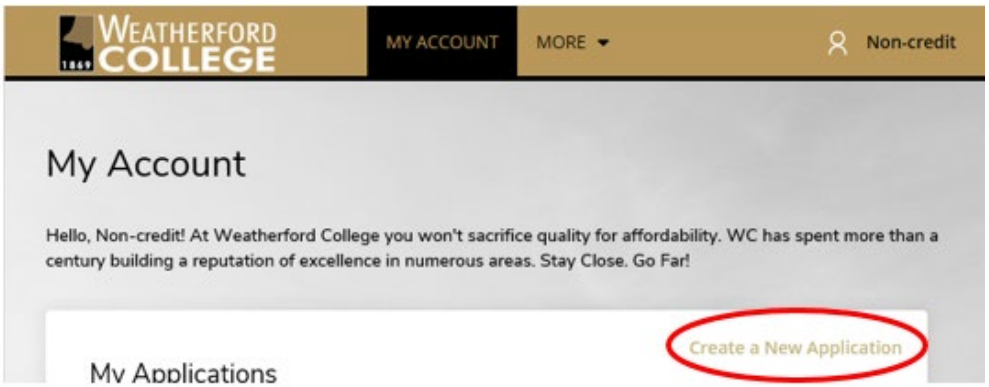
- Go to:
    - wc.edu/workforce



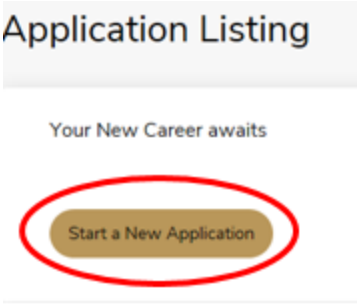

- Log into Account created in Step 1
    - Enter in highlighted fields
    - Click on “Sign In”



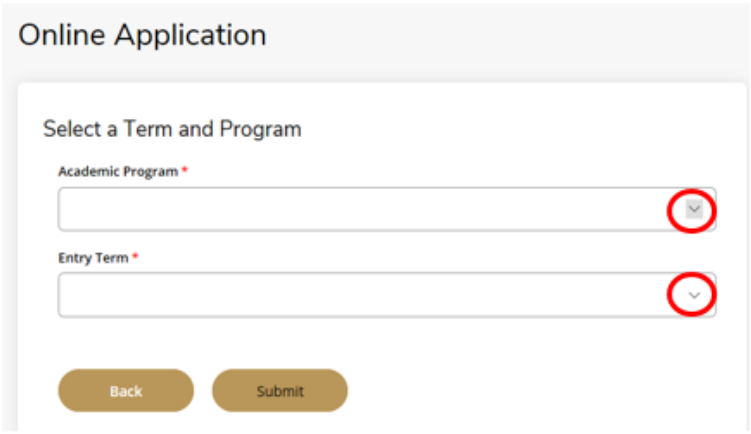

- Once logged in, click on “Create a New Application



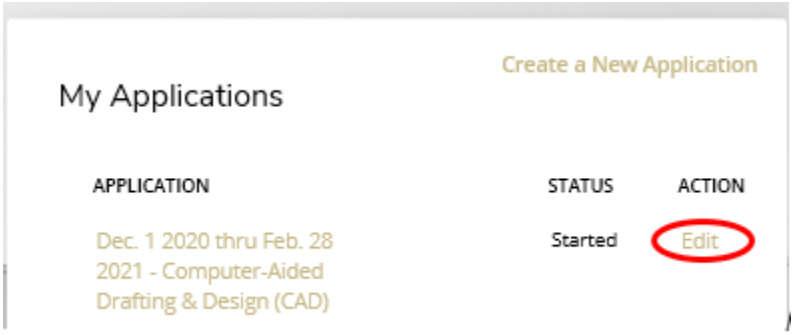

- Click on “Start a New Application”




- 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.*

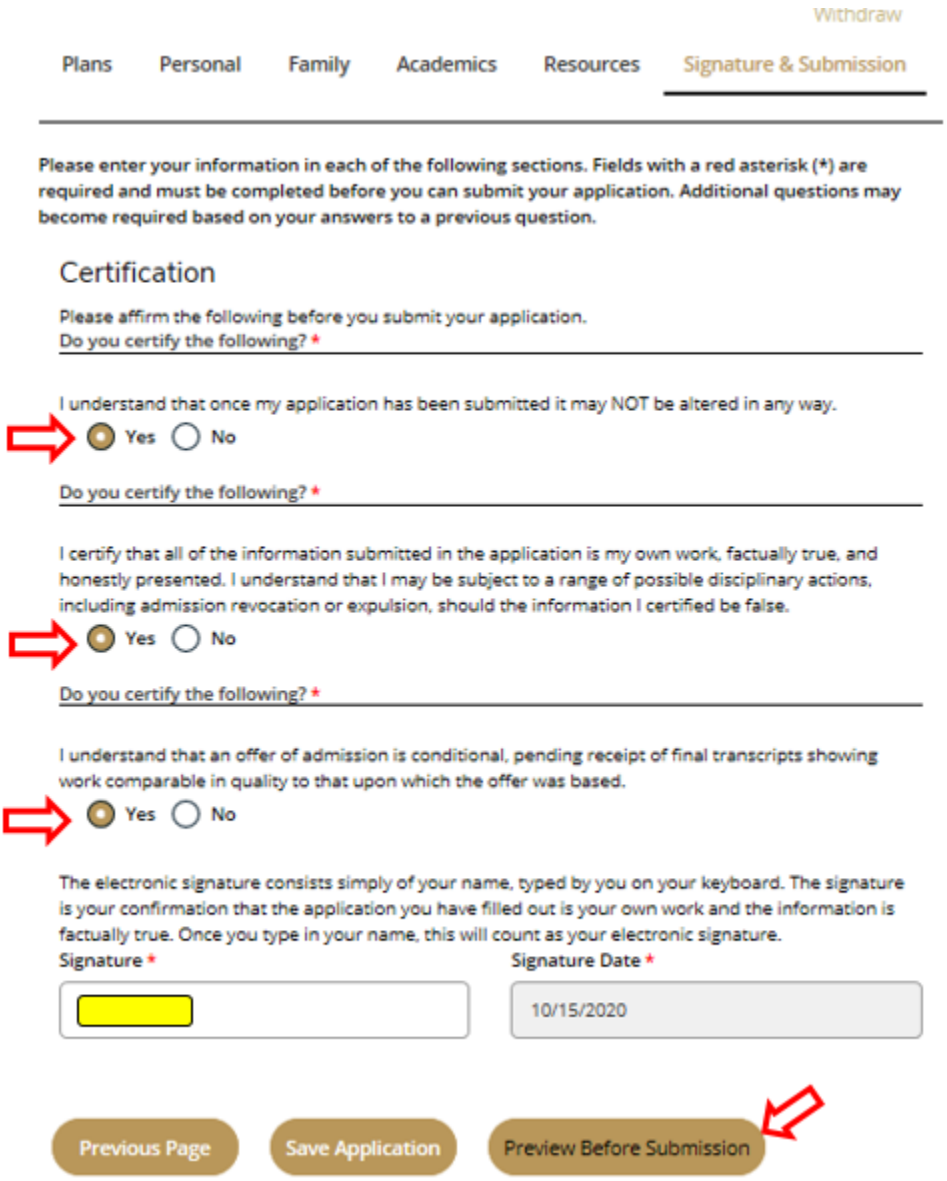



- Complete the application. Fields marked with an * are required fields.
  - If you get interrupted you can click "Save Application" and come back to it later.
  - To go back to an application in progress, click Edit once you are logged into your account.




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

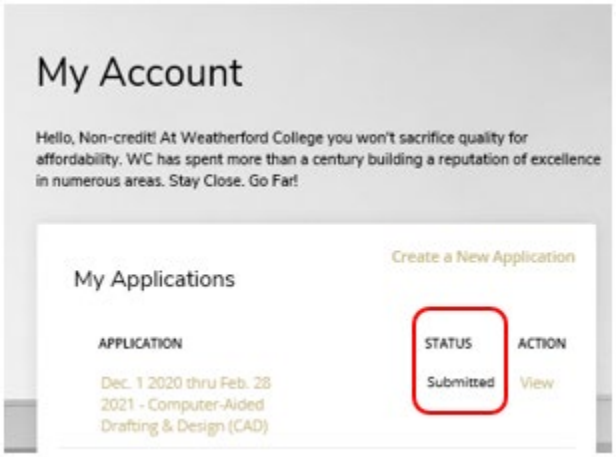
- You will be need to toggle “Yes”, enter your name as your electronic signature and click on “Preview Before Submission.”




- 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.

## Your application is now submitted!!

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




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