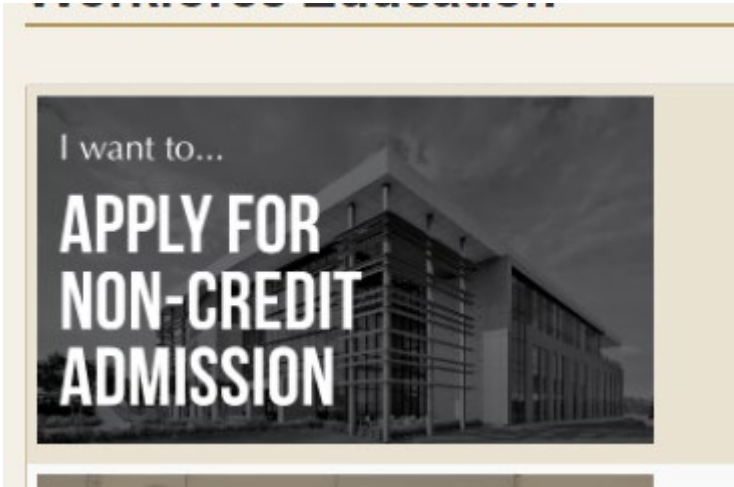


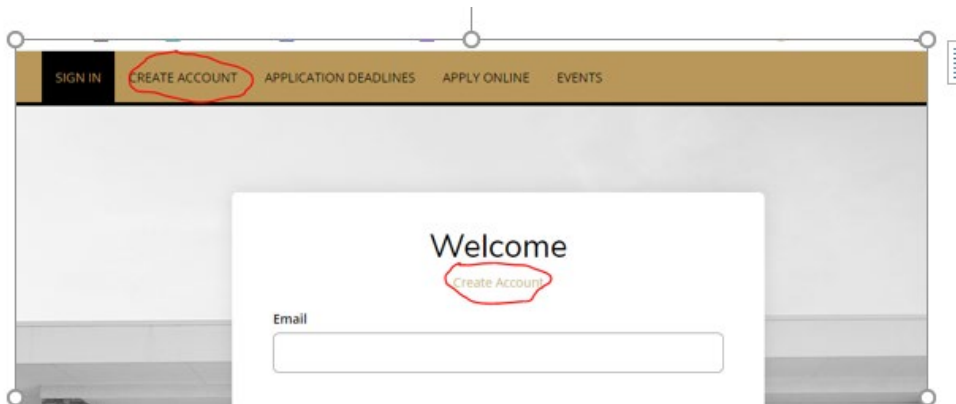
# HOW TO APPLY

## Step 1 – Create Application Account

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



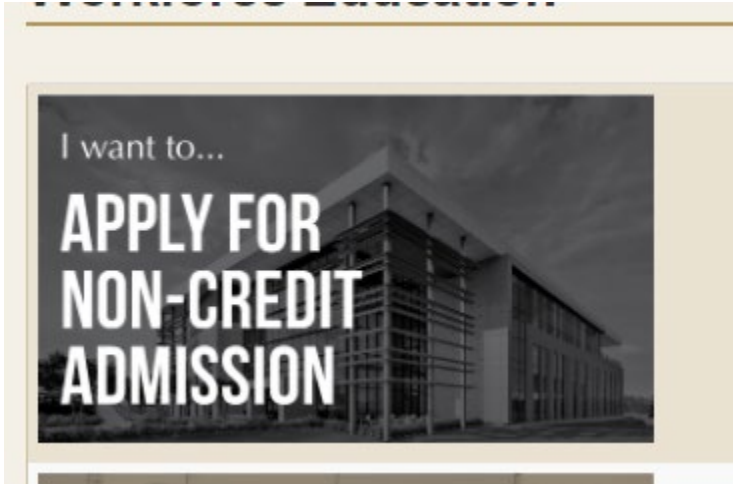
- Create an Account
  - Applicant can click on either link



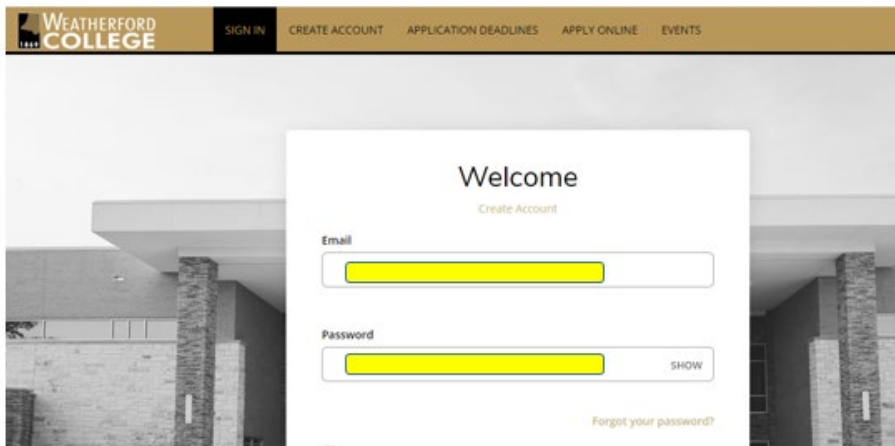
- Student must complete all fields with \*
- Create password and confirm, then Click Create Account  
*Remember the email you used and the password, you will have to have it to log into your application moving ahead.*

# Step 2 – Create Application

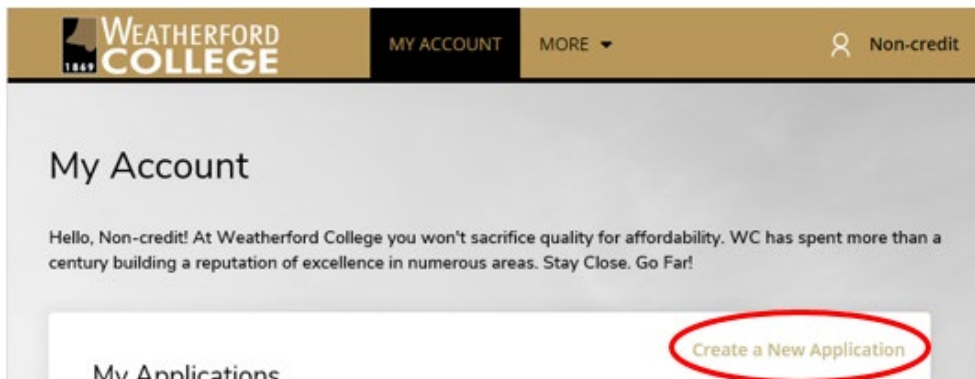
- Go to:
  - [wc.edu/wf](http://wc.edu/wf)



- 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, Photography, Drilling etc.
  - You are not required to attend during this Entry Time, it is just based on what your current plans are.

## 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. **DO NOT start a new application.**

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 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 

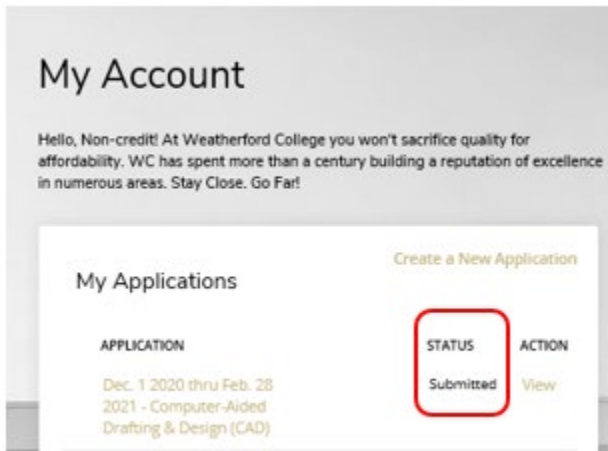
- Review information entered.
  - Pay special attention to social security number, email and phone number.
  - If you see errors, click on Edit Application.
  - Otherwise, click on Submit Application.

Edit Application

Submit Application

# Your application is now submitted!!

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



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

**Next step:** You will receive an email from WorkforceEducation@wc.edu with your student login credentials once your application has been approved. AT THAT TIME, you will be able to register online for your courses. See How to Register in Coyote Connect for assistance once you have your student issued email and password.

If you have [applied to a Health Profession program](#), such as Nurse Aide, Clinical Medical Assistant, etc **ADDITIONAL ACTION IS REQUIRED**. You will have to upload and submit the required supplement items before your application can move to the Completed status or be admitted into the program. See the [How to Upload Supplemental Items to your Application](#) for assistance.