

TRANSIENT STUDENT ENROLLMENT INFORMATION

TRANSIENT STUDENT ENROLLMENT PROCESS FOR CLASSES AT WALLACE COMMUNITY COLLEGE SELMA

1. Go to the wccs.edu website.
2. Click on Admissions. Click on Online Application. This application is for first-time new students. Create user name account and password. **Complete** the application including high school information. If you are currently attending college, be sure to select the college you are attending.
3. Select undeclared degree and transient student.
4. Mail your Transient form from your adviser to WCCS-Admissions, P O Box 2530, Selma, AL 36702 or fax it to 334-876-9300 to the attention of Mrs. Connie E Hudson. If you do not have your Transient form, see your adviser and begin the process of obtaining your Transient form. Transient form will be due to Student Services within three weeks, if you are a full-session and/or first mini-session student. Same applies for second mini session classes. *Please check your college website to see if you can complete the form online and then print it out. Some colleges are allowing students to complete the transient form without going to the adviser's office.* Student records will be placed on hold if the Transient form is not received within stated time.
5. After your application is in our system, please e-mail Connie E. Hudson at connie.hudson@wccs.edu regarding classes you wish to take.
6. All registration requirements must be **completed** before registration begins.

Be sure you have completed the following for registration:

- a. Application on line
- b. ID – if you do not present your picture identification in person (driver's license), you will need to have a **good, clear** copy made and mail it to the Office of Student Services, WCCS, P O Box 2530, Selma, AL 36701. Another option is to e-mail it to connie.hudson@wccs.edu.
- c. Transient form. See your adviser to obtain this form. *Please check your college website to see if you can complete the form online and then print it out. Some colleges are allowing students to complete the transient form without going to the adviser's office.*

READMISSION APPLICATION-RETURNING STUDENT

If you have previously attended Wallace Community College Selma, you must print the Readmission Application from the WCCS website. Go the wccs.edu website. Click on Application for Readmission Please fax the Readmission Application to 334-876-9300 (attention Mrs. Connie Hudson) or mail it to Admissions/Records, WCCS-Mrs. Hudson, P O Box 2530, Selma, AL 36702. Another option is to e-mail the readmission application to connie.hudson@wccs.edu.

You must see your adviser and obtain your Transient form and fax or mail it. *Please check your college website to see if you can complete the form online and then print it out. Some colleges are allowing students to complete the transient form without going to the adviser's office.* The fax number is 334-876-9300. The address is WCCS, Attn: Connie E Hudson, P O Box 2530, Selma, AL 36702. Or e-mail it to connie.hudson@wccs.edu .

Be sure you have completed the following to begin registration:

- a. Readmission Application-returning student
- b. Transient form. See your adviser to obtain this form. *Please check your college website to see if you can complete the form online and then print it out. Some colleges are allowing students to complete the transient form without going to the adviser's office.*
- c. If you have questions, please contact Mrs. Connie E Hudson at 334-876-9266 or email connie.hudson@wccs.edu .