



ONE DOOR.

WALLACE STATE



MYWALLACESTATE INSTRUCTIONS

1

myWallaceState

1. Go to www.wallacestate.edu and click on **myWallaceState**. MyWallaceState is your portal for registration, financial aid, payment, transcripts, and more.

2

User ID

2. **The User ID will be your student ID located on your acceptance letter plus @wallacstate.edu.** This ID will start with an A followed by 8 numbers. You should make note of your ID and have it available when you visit any office on campus.
Ex: A0XXXXXXXX@wallacstate.edu

3

Student Email

3. **Your student email address** was included in the confirmation email you received shortly after submitting your application for admission.

ADDITIONAL INSTRUCTIONS

4. Your **password** will be **!ACCS** plus your **6-digit date of birth**, Ex: in this format for date of birth Jan 1, 1999 your password will be !ACCS010199.
5. In the **Student Records** section under Student Services, you will find:
 - Personal Information - Wallace State email address, personal mailing address, phone number, emergency contact information. Please note: anything that the college mails to you will go to the address listed here.
 - Student Profile - General student information, primary advisor, view unofficial transcripts, access Degreeworks
 - Registration - prepare for registration, browse classes, browse the course catalog, and register for classes.
 - View Grades - view grades by term
 - Enrollment Verification - if verification of enrollment is needed for insurance or scholarships, you can submit a request form here.
6. **Financial Aid** - If the college has received your FAFSA, you will have a financial aid tab. Financial aid must be renewed each year. The financial aid tab is where you will view your federal financial aid and complete outstanding requirements.
7. In the **Student Account** section you will find:
 - Payment - you can make a payment or set up payment plans and direct deposit.
 - 1098-T - access your 1098-T forms and unofficial tax notifications
 - Account Summary - see the detailed summary of your student account, including fees, payment history, and balances.



CONGRATULATIONS
YOU'RE IN!



CONGRATULATIONS

on your acceptance to Wallace State and welcome to the Pride! Please make sure you have completed all the steps in the admissions process listed below. We're here to help.

ADMISSIONS PROCESS CHECKLIST

1 SUBMIT REQUIRED ADMISSIONS DOCUMENTS

(SEE WWW.WALLACESTATE.EDU/ADMISSIONS/APPLY-ONLINE)

- Email to newstudent@wallacestate.edu
- Turn in to Lion Central at Bailey Center 1st floor
- Mail to Office of Admissions, PO Box 2000, Hanceville, AL 35077

2 PLACEMENT TEST

- Students must take the assessment unless exempt by policy
- To review exemption policy, access study materials, view testing hours, or schedule an appointment, go to www.wallacestate.edu/advising/placement-testing
- Location: Bailey Center, check in at Lion Central, ph: 256.352.8248
- Hours: Monday & Thursday 7:30a-2:00p; Tuesday and Wednesday 7:30a-4:30p; Friday 7:30a-11:30a
- You need: picture identification and student number

3 COMPLETE FAFSA

- www.studentaid.gov
- Wallace State FAFSA Code 007871
- For more information about financial aid, visit www.wallacestate.edu/financial-aid

4 MEET WITH A SUCCESS ADVISOR

- Success Advisors are located in the Center for Student Success on the 1st floor of the Bailey Center
- Hours: Monday - Wednesday 7:30a-6:00p; Thursday 7:30a-4:30p; Friday 7:30a-2:00p
- To schedule an appointment, please visit www.wallacestate.edu/advising

5 CHECK OUT THE SCHEDULE FOR IMPORTANT DATES AND AVAILABLE CLASSES

- Online at www.wallacestate.edu/schedule
- Printed copies available at Lion Central in the Bailey Center Lobby



WALLACE STATE WHERE OPPORTUNITIES AWAIT



ADMISSIONS PROCESS CHECKLIST

6 INTERNATIONAL STUDENT

All international students who wish to attend Wallace State must submit the following:

- Certified, translated high school and/or college transcripts, valid passport and current photo, IELTS or TOEFL test scores, affidavit of financial support, I-901 SEVIS payment receipt, proof of medical history, and verification of health insurance.
- To make an appointment to meet with the school's DSO, complete the Inquiry form located on WSCC's website on the **International Students Admission Information** page or type in the link: www.wallacestate.edu/admissions/international/

7 PAY TUITION & FEES

- The Cashier's Office is located on the Mezzanine of the Bailey Center
- Tuition due dates are posted in the Class Schedule
- See www.wallacestate.edu/schedule

8 PURCHASE BOOKS & SUPPLIES

- A Barnes & Noble Bookstore is located on Wallace State's main campus
- The Bookstore can be reached at 256.352.8100 or www.wallacestate.bncollege.com

9 ACQUIRE STUDENT ID & PARKING DECAL

- Visit Lion Central in the Bailey Center to obtain your parking decal and student ID

(Clinical program badges require a program director's approval)

QUESTIONS?

Call 256.352.8000 or 256.352.8236



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