



**2024 - 2025**  
**LEAD Prep Academy**  
**WCC Enrollment Packet**



# Hut 1!

## Step 1: Complete Your Application

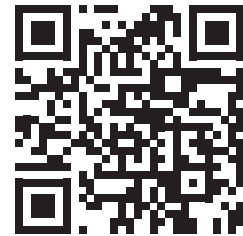
- Apply online at [wccnet.edu/apply](http://wccnet.edu/apply). It's free and only takes about 15 minutes! You will receive your student ID # and your next steps in your email.
- Make sure to apply for the semester in which you start classes:
  - Summer 2024 – Starting May 2024 or June 2024
  - Fall 2024 – Starting August 2024
  - Winter 2025 – Starting January 2025
- Select "Lead Prep Academy" in the "Additional Information" section of the application.
- Select the correct degree: Associate Degree in General Studies (Transfer Pathway - TRNS)
- Include transcripts from your high school and any college(s) you have previously attended.



[wccnet.edu/apply](http://wccnet.edu/apply)

## Step 2: Set Up Your NetID

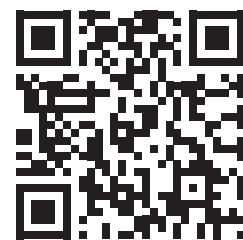
- Within 15 minutes of submitting your application, you will receive a student number (@00#####) and directions to create your NetID which will allow you to login to WCC systems.
- From the homepage, click on WCC Gateway, then [NetID Management](#), then follow the instructions to set up your NetID.



[tinyurl.com/Net-ID-Management](http://tinyurl.com/Net-ID-Management)

## Step 3: Complete and Submit the LEAD Prep Release of Information Form

- Download the [LEAD Prep Academy Release of Information Form](#).
- Sign the form and follow the instructions to submit it to the Welcome Center.
- When you complete the LEAD Prep Release of Information Form, you will be authorizing Washtenaw Community College to share the following information with the LEAD Prep Academy: *Academic Information, Status of Financial Aid, Financial Account.*



[tinyurl.com/LeadPrep-Release-of-Info-Form](http://tinyurl.com/LeadPrep-Release-of-Info-Form)



#### Step 4a: Complete and Submit the Parent/Guardian Release of Information Form to Allow Parents/Guardians to Access Your Student Records (Optional)

- Download the [Parent/Guardian Release of information Form](#).
- Sign the form and follow the instructions to submit it to the Welcome Center.
- When you complete the Parent/Guardian Release of Information Form, you will be authorizing Washtenaw Community College to share the following information with your parent or guardian: *Academic Information, Status of Financial Aid, Financial Account*.



[tinyurl.com/Release-of-Info-Form](https://tinyurl.com/Release-of-Info-Form)

#### Step 4b: If you are UNDER 18 YEARS OF AGE at the time of application, you must complete the Parental Consent Form

- Download the [Parental Consent Form](#)
- Sign the form and follow the instructions to submit it to the Welcome Center.

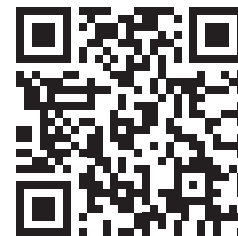


[tinyurl.com/WCC-Parental-Consent-Form](https://tinyurl.com/WCC-Parental-Consent-Form)

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#### Step 5: Complete Checklist Items

- From the homepage, click on WCC Gateway, select MyWCC and log in using your WCC email and password. In the Applicant tab, complete the Application Checklist Items which may include placement testing and new student orientation.
- [Identity Verification](#) can be completed in-person at the Student Welcome Center or virtually by emailing a qualifying identity document to [verifyID@wccnet.edu](mailto:verifyID@wccnet.edu) then meeting briefly with a WCC Team Member via Zoom.
- [Academic Placement](#): There are multiple ways to assess your academic placement levels.
  - NOTE: If you achieved a 2.5 or higher cumulative GPA from a U.S. high school, sending your official graduated transcript to [info@wccnet.edu](mailto:info@wccnet.edu) is the fastest way to complete academic placement. Search for “transcripts” on your high school website to get started.
- [Orientation](#): Orientation can be attended virtually or in-person. Sign-up via your application checklist in MyWCC.



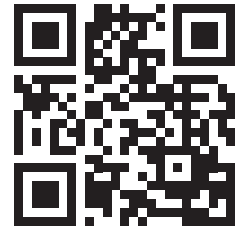
[tinyurl.com/MyWCC-Login](https://tinyurl.com/MyWCC-Login)

NOTE: Checklist items may vary by individual student circumstance. Follow your online checklist in MyWCC > Applicant Tab > Applicant Checklist to view your requirements.



## Step 6: Complete Financial Aid

- Apply for financial aid NOW at [fafsa.gov](https://fafsa.gov). The WCC school code is 002328.
- Choose the correct FAFSA Application based on the semester that you plan to start classes:
  - **If starting Summer 2024:** Complete the School Year 2023-24 FAFSA
  - **If starting Fall 2024, Winter 2025, or Summer 2025:** Complete the School Year 2024-25 FAFSA
- Follow-up with the Office of [Financial Aid](#), on the second floor of the Student Center, within five business days of submitting your FAFSA to complete your Financial Aid Requirements.
- Check out available scholarships at [wccnet.edu/scholarships](https://wccnet.edu/scholarships) and apply.

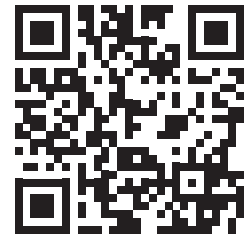


[www.fafsa.gov](https://www.fafsa.gov)

# Hut 2!

## Step 7: Connect with Advising

- Students need to complete their entire admissions checklist in MyWCC before meeting with an advisor.
- Once your checklist items are complete, schedule an [Academic Advising](#) appointment in-person or online. Discuss course recommendations and academic planning.
- Discuss course recommendations and academic planning.
- View your academic progress in [DegreeWorks](#).



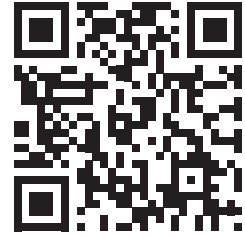
[sars.wccnet.edu/eS-ARS/](https://sars.wccnet.edu/eS-ARS/)

*NOTE: Students with disabilities or IEP/504 Plan should contact Learning Support Services (LSS) at 734-973-3342 or visit LA 104 for accommodations and advising.*



## Step 8: Register for Classes

- Register online in your [MyWCC](#) > Student Services Tab > Student Services Dashboard.
- If you need help, contact the [Welcome Center](#) on the second floor of the Student Center.

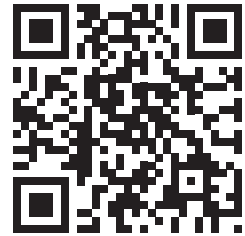


[tinyurl.com/MyW-CC-Login](https://tinyurl.com/MyWCC-Login)

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## Step 9: Complete Payment

- Complete your payment at [wccnet.edu/pay](https://wccnet.edu/pay).
- Make sure to pay when you register to avoid having your classes dropped at the [next payment deadline](#).
- If you are paying with [Financial Aid](#), all steps must be completed, and your Financial Aid must be authorized to hold your seat.
- If you are not paying via Financial Aid, WCC has an [ePay Plan](#) available to allow you to spread your payment over multiple dates.

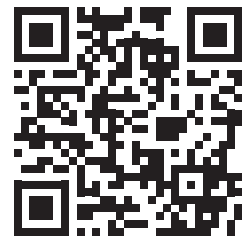


[tinyurl.com/WCC-Pay-Tuition](https://tinyurl.com/WCC-Pay-Tuition)

# Hike!

## Step 10: Get a Photo ID

- Present your state ID, driver's license or passport at the [Welcome Center](#) to get your student photo ID.

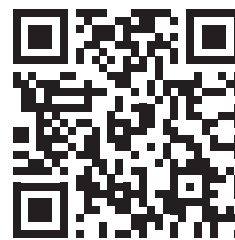


[tinyurl.com/WCC-Welcome-Center](https://tinyurl.com/WCC-Welcome-Center)



### Step 11: Buy Your Books

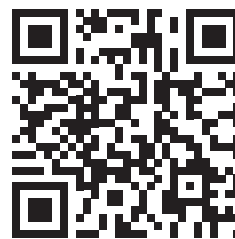
- Check your book and supply list in your [MyWCC](#) > Student Services Tab > Student Services Dashboard.
- [The bookstore](#) is located on the first floor of the Student Center.
- If you are intending to use financial aid to buy books, contact the [Office of Financial Aid](#) for further instructions.



[tinyurl.com/MyWCC-Login](https://tinyurl.com/MyWCC-Login)

### Step 12: Learn How to Ask for Help

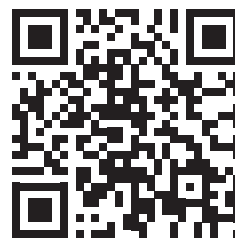
- WCC offers a wide [variety of support services](#) for your success.
- WCC offers FREE in-person and virtual [Tutoring](#) on any topic that you may need help with.
- Reach out to your assigned [success team](#) at the first sign that you need help academically or personally. We are here to support you.



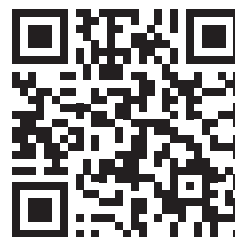
[tinyurl.com/Success-Team](https://tinyurl.com/Success-Team)

### Step 13: Attend Every Class Session

- Most importantly, successful WCC students attend EVERY class session.
- Your class schedule will be available in [MyWCC](#).
- For in-person classes: visit the [WCC Room Locator](#) to access the interactive campus map.
- For online classes, log into [Blackboard](#) to find your class.



[tinyurl.com/WCC-Room-Locator](https://tinyurl.com/WCC-Room-Locator)



[wccnet.edu/sso/blackboard.php](https://wccnet.edu/sso/blackboard.php)



# WCC Enrollment Support

<b>Welcome Center</b>	<b>Phone:</b> 734-973-3543 <b>Email:</b> <a href="mailto:info@wccnet.edu">info@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/start-now/student-welcome-center.php">www.wccnet.edu/start-now/student-welcome-center.php</a>
<b>Admissions</b>	<b>Phone:</b> 734-973-3543 <b>Email:</b> <a href="mailto:info@wccnet.edu">info@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/start-now/degree/admissions.php">www.wccnet.edu/start-now/degree/admissions.php</a>
<b>Academic Advising</b>	<b>Phone:</b> 734-677-5102 <b>Email:</b> <a href="mailto:advising@wccnet.edu">advising@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/succeed/advising/">www.wccnet.edu/succeed/advising/</a>
<b>Barnes and Noble Bookstore</b>	<b>Phone:</b> 734-973-3594 <b>Email:</b> <a href="mailto:bkswashtenaw@bncollege.com">bkswashtenaw@bncollege.com</a> <b>Website:</b> <a href="http://www.wccnet.edu/engage/know-campus/bookstore.php">www.wccnet.edu/engage/know-campus/bookstore.php</a>
<b>Cashier's Office</b>	<b>Phone:</b> 734-973-7703 <b>Email:</b> <a href="mailto:billing@wccnet.edu">billing@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/afford/pay-tuition/">www.wccnet.edu/afford/pay-tuition/</a>
<b>Financial Aid</b>	<b>Phone:</b> 734-973-3523 <b>Email:</b> <a href="mailto:finaid@wccnet.edu">finaid@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/afford/financial-aid/">www.wccnet.edu/afford/financial-aid/</a>
<b>Orientation</b>	<b>Phone:</b> 734-677-5140 <b>Email:</b> <a href="mailto:orientation@wccnet.edu">orientation@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/start-now/orientation/">www.wccnet.edu/start-now/orientation/</a>
<b>Student Records &amp; Registrar's Office</b>	<b>Phone:</b> 734-973-3543 <b>Email:</b> <a href="mailto:studrec@wccnet.edu">studrec@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/mywcc/student/records.php">www.wccnet.edu/mywcc/student/records.php</a>
<b>Learning Support Services</b>	<b>Phone:</b> 734-973-3342 <b>Email:</b> <a href="mailto:learningsupport@wccnet.edu">learningsupport@wccnet.edu</a> <b>Website:</b> <a href="http://www.wccnet.edu/succeed/disability/">www.wccnet.edu/succeed/disability/</a>
<b>MyWCC Gateway</b>	Your one-stop location to access WCC Services and Websites. <b>Website:</b> <a href="http://www.wccnet.edu/mywcc/">www.wccnet.edu/mywcc/</a>



Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected status in its programs and activities. The following office has been designated to handle inquiries regarding non-discrimination policies, Title IX or ADA/504 inquiries: Executive Vice President of Student & Academic Services, SC 247, 734-973-3536.

### **Clarification of WCC's Partnership Responsibilities**

The LEAD Prep Academy, LEAD Foundation, and Legacy Center operate independently from Washtenaw Community College. Washtenaw Community College functions as an academic partner, exclusively responsible for matters related to academic admissions, academic delivery, and the conferral of academic awards. Tuition and fees associated with enrollment at Washtenaw Community College are distinct from any fees required for participation in LEAD Prep Academy programs. Additionally, financial aid awarded to students at Washtenaw Community College is designated for use toward qualified educational expenses only. Washtenaw Community College does not oversee eligibility or participation in LEAD Prep Academy programming, nor is it responsible for any injuries as a result of participation, participant housing accommodations, or the monitoring and assurance of NCAA eligibility of individual students.

