

# 5 Easy Steps to Enroll in a Career and Technical Program Withlacoochee Technical College

---

**We strongly recommend that you attend the program information session if the program has one.** This will give you an opportunity to learn about the program, what is expected of you should you enroll and have your questions answered.

**You are now ready to begin the enrollment process.**

## **Step 1: Complete an Application.**

- Complete online application. Valid government issued photo identification, high school diploma or GED® credential, and proof of Florida residency.
- Contact Student Services to schedule an appointment to meet with counselor/advisor.
- Residency verification is required to qualify for in-state tuition. See list of documents needed to verify residency on our website [www.wtcollege.org](http://www.wtcollege.org) or contact Student Services for more information.
- A \$30 non-refundable application fee must be paid to the Business Office upon acceptance of your application.

---

## **Step 2: Check to see if you qualify for Financial Aid**

- Financial aid may be available to qualified students. Find out if you qualify for a Pell Grant at [www.fafsa.gov](http://www.fafsa.gov) . WTC's school code is 016258.
- Questions: Contact the Financial Aid Office at: 352-726-2430, EXT: 4316 or 4332.

---

## **Step 3: Placement Testing**

- TABE (Test of Adult Basic Education) is offered Monday, Tuesday, Thursday and Friday. (except holidays) Testing may begin anytime between the hours of 8:00AM and 12:00PM.
- Bring current photo identification with you to the TABE.
- *If you possess an Associate's degree or higher from an accredited institution you are exempt from taking the TABE.*

---

## **Step 4: Review TABE Scores and Complete Enrollment**

- All students must meet in-person with a career counselor/advisor. Your TABE scores will be reviewed and discussed at this meeting.

---

## **Step 5: Payment of Fees**

- Fees are subject to change each academic year for in-state and out-of state students.
- Tuition and fees are due in full by the due date shown on your fee statement.
- Outstanding tuition balances will result in your being withdrawn from class. Re-registration is on a space available basis before the session begins or during the "drop/add" period only.
- Fees are paid in the WTC Business Office room 110A.

---

**Students with Disabilities** – If you have a disability and require accommodations for testing or an orientation/registration session, please contact Student Services at 352-726-2430, ext. 4326.

---

### **WTC Contact Information**

Assessment/Testing Center	352-726-2430 ext. 4327
Business Office	352-726-2430 ext. 4304
Student Services	352-726-2430 ext. 4326

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material or content is not endorsed or approved by ACE or GED Testing Service.