

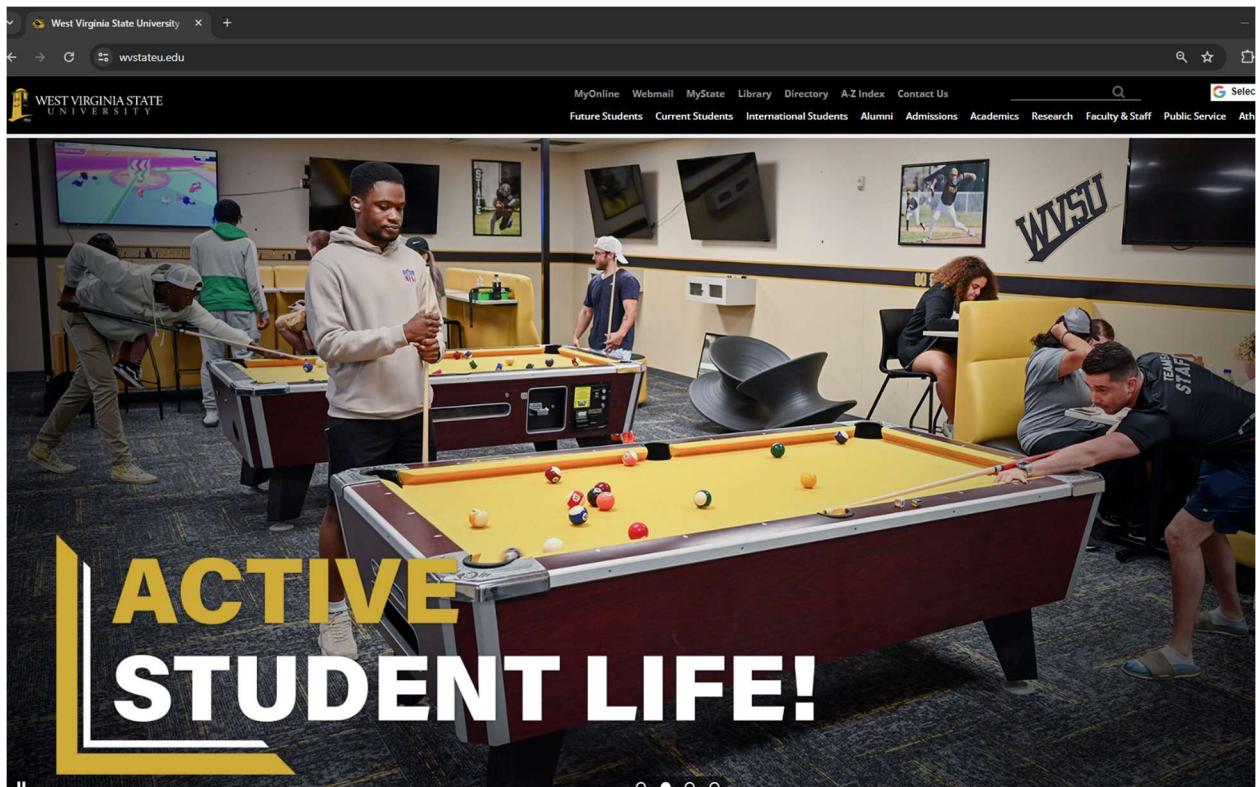


WEST VIRGINIA STATE UNIVERSITY




Early Enrollment

Step by Step Guide – EE Application

To begin, you must access the WVSU website on your internet browser,
www.wvstateu.edu

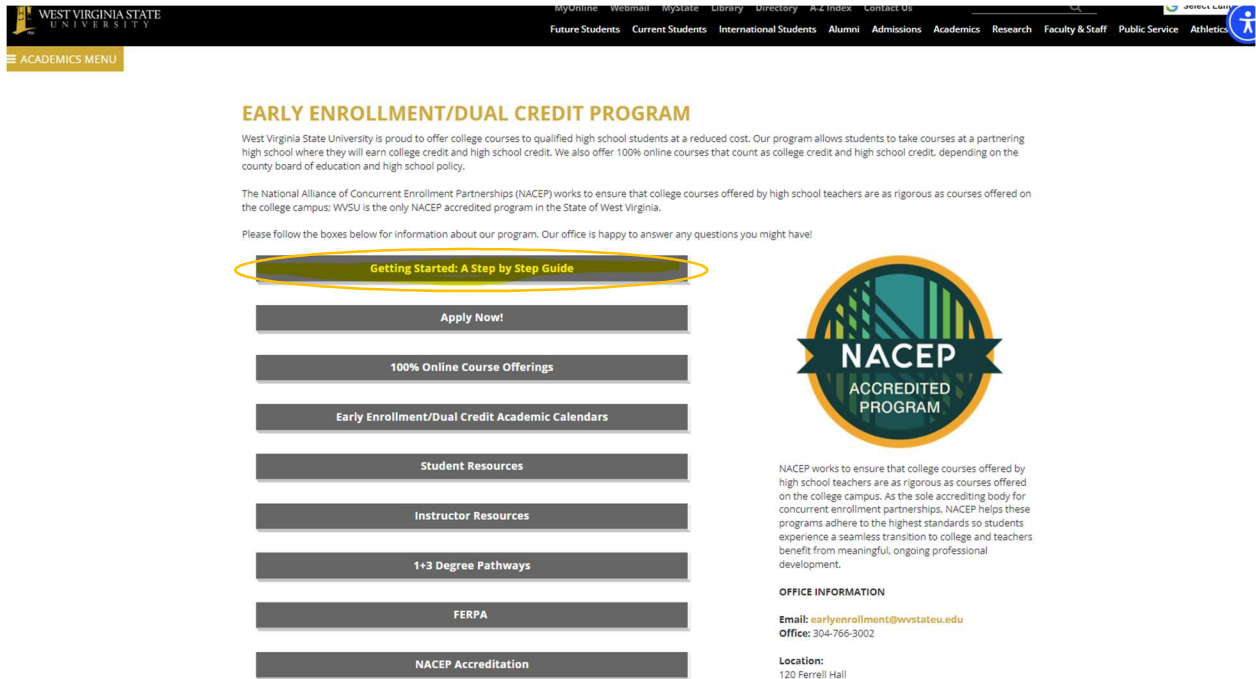


Then you need to scroll down to the popular links box and hit the Early Enrollment text. (highlighted below)

<p>APPLY</p> <hr/> 	<p>GIVE</p> <hr/> 	<p>VISIT</p> <hr/> 	<p>POPULAR LINKS</p> <ul style="list-style-type: none"> Academic Calendar Bookstore Campus Map Career Opportunities Crime Safety Report Degrees Early Enrollment Financial Aid/Scholarships Land-Grant Institution Register Now Request Information Title IX
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AROUND CAMPUS

Then you will be directed to the early enrollment webpage. Once on this page, you will hit the getting started a step by step guide (highlighted below)



WEST VIRGINIA STATE UNIVERSITY

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ACADEMICS MENU

EARLY ENROLLMENT/DUAL CREDIT PROGRAM

West Virginia State University is proud to offer college courses to qualified high school students at a reduced cost. Our program allows students to take courses at a partnering high school where they will earn college credit and high school credit. We also offer 100% online courses that count as college credit and high school credit, depending on the county board of education and high school policy.

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the college campus; WVSU is the only NACEP accredited program in the State of West Virginia.

Please follow the boxes below for information about our program. Our office is happy to answer any questions you might have!

- Getting Started: A Step by Step Guide**
- Apply Now!
- 100% Online Course Offerings
- Early Enrollment/Dual Credit Academic Calendars
- Student Resources
- Instructor Resources
- 1+3 Degree Pathways
- FERPA
- NACEP Accreditation

NACEP ACCREDITED PROGRAM

NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.

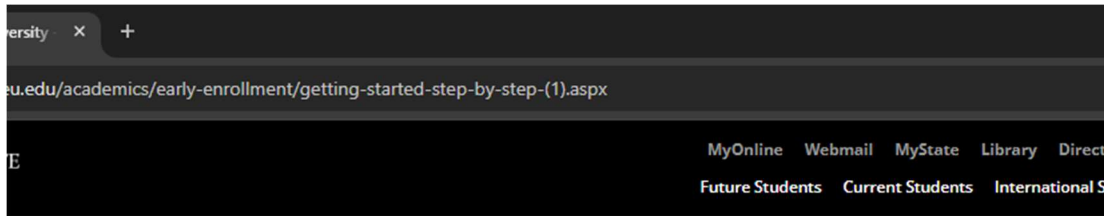
OFFICE INFORMATION

Email: earlyenrollment@wvstateu.edu
Office: 304-766-3002

Location:
120 Ferrell Hall

Here you will find the requirements you need to apply and the forms that you need to complete. These are the Permission form and the FERPA form. A parent and a school designee (counselor, assistant principal, principal, or teacher) signature is required on the permission slip. For homeschool students, this is often your parent’s signature.

These items are highlighted below.



GETTING STARTED: STEP BY STEP

STEP 1: TALK WITH YOUR HIGH SCHOOL COUNSELOR OR THE OFFICE OF ACADEMIC EDUCATIONAL OUTREACH

You should meet with your high school counselor to ensure that Early Enrollment/Dual Credit courses are right for you. If you are interested in taking a 100% online course, reach out to earlyenrollment@wvstateu.edu for any questions you might have.

STEP 2: COMPLETE THE REQUIRED PRE-APPLICATION FORMS

The following items are required to be completed and received by the Office of Academic Educational Outreach (OAE) before any student can be admitted and enrolled in their courses. If these ARE NOT received, the student will not be permitted to be enrolled in any courses.



These two forms are required to complete your application.

Information about both forms can be found below:

- Early Enrollment Permission Form
 - This form must be completed by the student, parent, and school designee. The school designee may be your counselor or a dual credit coordinator.
- FERPA Form
 - Information about FERPA - Once a student is accepted into the college, they become protected under the Family Educational Rights and Policy Act, also known as the Buckley Amendment, that was passed by Congress in 1974. It establishes rights for students regarding the privacy of educational records. This federal law applies to minors and adults. This means that WVSU staff cannot discuss or disclose specifics concerning any student to anyone without the FERPA form being on file with the Registrar's office. More information about FERPA can be found on our [Office of Registrar's FERPA informational page](#).

If you have any questions, please reach out to the Office of Academic Educational Outreach at earlyenrollment@wvstateu.edu or 304-766-3002.

STEP 3: APPLY!

After you have the two forms completed, please scroll down to the apply area right below the two forms and hit the **HERE** in yellow text. (Highlighted below)

You will need the following information to complete the application and forms:

- o First, middle, and last name.
- o Date of birth
- o Student's Social Security # (this is a locked form and your information will not be shared)
- o Phone number
- o Email address (one the you actually check, it can be the student's or parent/guardian's email. This is where all your initial communication will be sent).
- o School graduation date (ie. 6/2028)

designee may be your counselor or a dual credit coordinator.

- FERPA Form
 - o Information about FERPA - Once a student is accepted into the college, they become protected under the Family Educational Rights and Policy Act, also known as the Buckley Amendment, that was passed by Congress in 1974. It establishes rights for students regarding the privacy of educational records. This federal law applies to minors and adults. This means that WVSU staff cannot discuss or disclose specifics concerning any student to anyone without the FERPA form being on file with the Registrar's office. More information about FERPA can be found on our [Office of Registrar's FERPA informational page](#).

If you have any questions, please reach out to the Office of Academic Educational Outreach at earlyenrollment@wvstateu.edu or 304-766-3002.

STEP 3: APPLY!

After confirming with your high school counselor that Early Enrollment/Dual Credit courses are right for you, you will need to apply to WVSU as an Early Enrollment student. The application is free, and can be completed [here](#).

Applying is a crucial first step in participating in the Early Enrollment/Dual Credit Program. If you do not apply to WVSU, we are unable to register you for courses or grant you credit.

**Please note that if you have applied as an Early Enrollment Student before, you will not need to apply again.*

STEP 4: REVIEW YOUR ADMISSION LETTER

You will then be directed to our application.

EARLY ENROLLMENT APPLICATION

Applicant Information

First Name *

Middle Name

Last Name *

Student Address *

Country

United States ▼

Street

City

State

Select State ▼

Postal Code

Phone Number *

Email Address *

Date of Birth *

 ▼ ▼ ▼

Social Security Number (SSN) *

(Omit Dashes)

Biographical Information

Citizenship

**ANY ITEM WITH THE
RED MARK/ASTERISK
IS REQUIRED TO
COMPLETE YOUR
APPLICATION.**

Once you have completed the app, at the bottom of the app are the submission for the two forms. Please make sure to have them e-mailed to yourself or a photo to upload.

+

edu/register/earlyenrollmentapp

High School Attended *

School 1 Name *

School 1 Address

Country

United States ▼

Street

City

State

Select State ▼

Postal Code

School 1 Start Date

▼ ▼

School 1 Graduation Date *

▼ ▼

Current GPA *

[Add another high school](#)

Early Enrollment Application Forms

The following items are required to be completed and received by the Office of Academic Educational Outreach (OAE) before any student can be admitted and enrolled in their courses. If these ARE NOT received, the student will not be permitted to be enrolled in any courses.

If you have any questions, please reach out to the Office of Academic Educational Outreach at earlyenrollment@wvstateu.edu or 304-766-3002.

Please upload the completed required documents:

- Early Enrollment Permission Form
- FERPA Release Form

Early Enrollment Permission Form *

No file chosen

FERPA Release Form *

No file chosen

Once you have uploaded the two forms to your app, please hit submit. Once you have submitted your application, we will begin processing you. You do not need to do anything further. We will send you an e-mail once you are processed with your A# and WVSU email. This information is crucial for you to use. This email containing this information sometimes goes to the spam folder, so please check all inbox locations. Once you have received this information, we can enroll you in your courses and the online early enrollment courses as well.

Please check with your counselor to get the Microsoft forms link for our ONLINE course registration.

We look forward to working with you and we welcome you to the Yellow Jacket family!