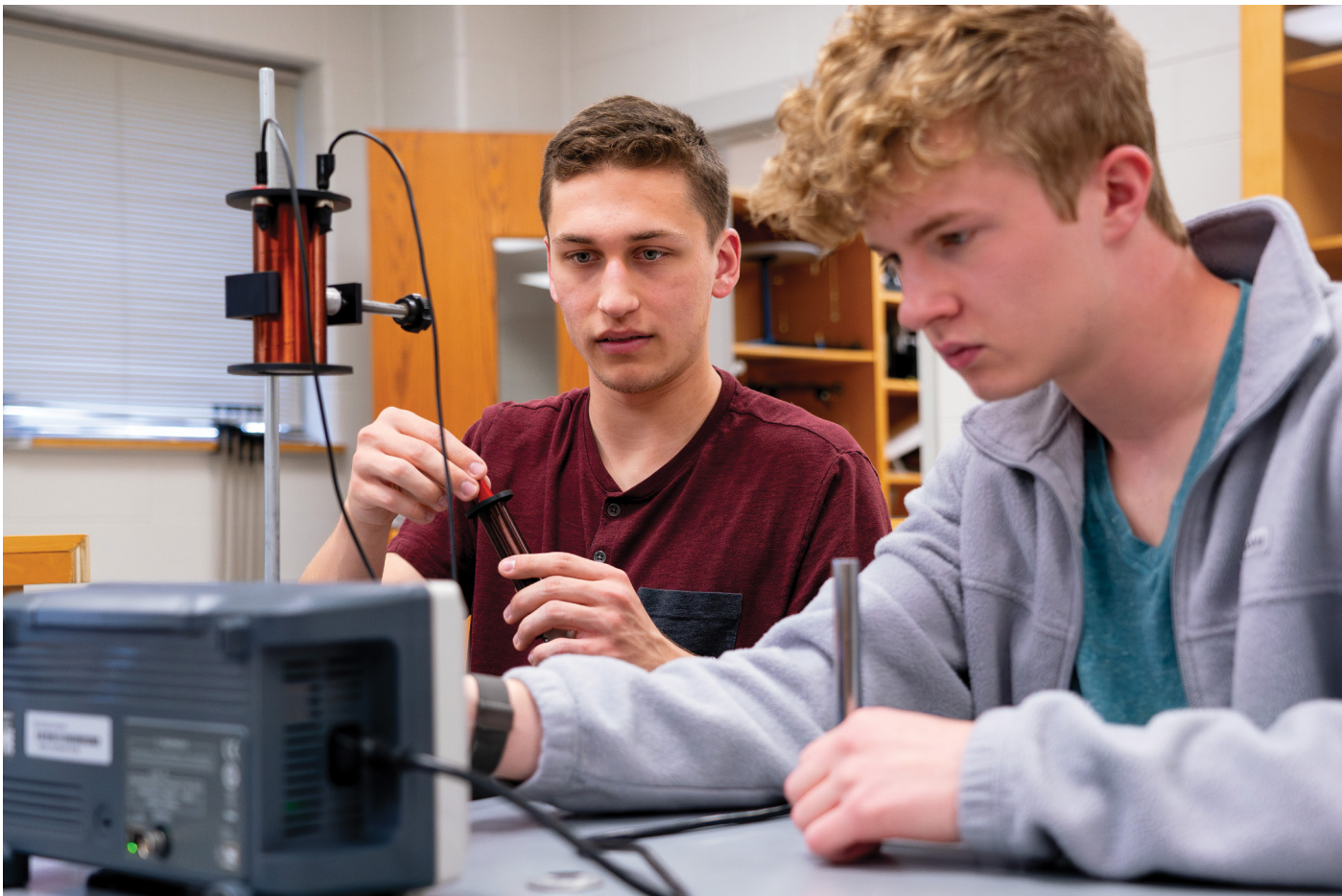


2025

SPRING SEMESTER



Timetable

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About Walters State

WSCC Vision

Walters State will be the leader in transforming our community through education.

WSCC Mission

Through a focus on student success and innovative teaching, Walters State enriches the lives of our students and our community.

Expanded Mission Statement

Through a focus on student success and innovative teaching, Walters State enriches the lives of our students and our community. The college:

- Provides affordable, convenient access through multiple campuses, innovative technology, and distance education.
- Collaborates with other educational institutions to promote access, completion, and transfer.
- Partners with community businesses and organizations to meet specific educational and workforce needs.
- Offers programs of study leading to associate degrees or certificates.
- Provides pathways to institutional support services that improve student engagement and success.
- Fosters a welcoming campus community through cultural awareness, and open dialogue.
- Delivers public service and non-credit programs in support of workforce training and personal development.
- Invests in highly qualified faculty and staff.
- Creates a culture of continuous improvement and accountability.
- Seeks external sources of support and funding to further educational opportunities.
- Provides resources to support community engagement and initiatives.

WSCC Campus Police

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, WSCC makes available crime rates and statistics, as well as security policies and procedures to interested parties. If you wish to review or receive a copy, contact:

Morristown Campus

Walters State Community College
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
Telephone 423-585-6752

Sevierville Campus

1720 Old Newport Hwy
Sevierville, TN 37876
865-774-5813

Niswonger Campus

221 N. College Street
Greeneville, TN 37745
423-798-7961

Claiborne County (Tazewell Police Dept.)

1325 Claiborne Street
Tazewell, TN 37978
423-851-4778

Newport Center

115 Mulberry Street, Suite 203
Newport, TN 37821
423-534-1001

A summary of the Walters State Drug-Free Campus/Workplace Policy, the Campus Sex Crimes Prevention Act, and the campus crime statistics may be accessed through the web at [WS Students Right-to-Know](#).

Traffic and Parking Information: <https://ws.edu/student-services/campus-safety/parking/index.aspx>

The Tennessee Board of Regents (TBR) is Tennessee's largest higher education system, governing 40 post-secondary educational institutions with over 200 teaching locations. The TBR system includes 13 community colleges and 27 colleges of applied technology, providing programs to students across the state, country and world.

Walters State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Walters State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Walters State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Walters State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Jarvis Jennings, Executive Director of Human Resources, [Jarvis.jennings@ws.edu](mailto:j Jarvis.jennings@ws.edu), Walters State Community College, 500 S. Davy Crockett Pkwy Morristown, TN 37813, 423.585.6845.

Spring Semester 2025

All tuition/fees will be due Wednesday, Jan. 15, 2025.
Unpaid balances may result in the student's class schedule being dropped.

Fees Incurred Jan. 16–28 are due by 5 p.m. Jan. 28. There will be no new registrations or adding of classes after Friday, Jan. 24.

Financial Aid Refunds

Students receiving a financial aid refund may set up a refund profile through [MyWS](#) to have their funds returned to them in the form of a direct deposit to a checking or savings account. In order to have your funds direct deposited, your refund profile must be set up by Sunday, Jan. 12. For students who choose not to have funds direct deposited, a check will be issued, printed, and mailed to the students' permanent address on file.

Students will receive an electronic notification through Senators Mail when refunds have been processed either by direct deposit or mailed check. Students must monitor their Senators Mail account for communications. Staff in Financial Aid or the Cashier's Office will not be able to determine when your credit balance will be processed as this is an automated process.

The Cashier's Office will begin disbursing financial aid refund balances Feb. 11. Students must have attended all classes and the attendance must be reported before credit balances are issued. Initial attendance or completion of another academically related activity is mandatory to be eligible for Federal Title IV aid.

Attendance status: Students may view their attendance status through [MyWS](#).

• [Login to MyWS \(my.ws.edu\)](#)

- Select **Student**
- Select **Student Records**
- Select **Attendance Reporting**

Financial aid refunds are only processed for students whose attendance has been confirmed in all course(s) enrolled.

RETURNED CHECKS / DIRECT DEPOSIT

Returned checks — The Cashier's Office makes multiple attempts at contacting a student through Senators Mail, phone calls, etc.

Returned direct deposits — Students are notified through Senators Mail with additional instructions. A paper check will be issued and mailed to a student's permanent address on file.

LOST CHECKS

A lost check may be reissued after 14 business days (excluding holidays) upon presenting an Indemnity Bond (completed, signed, and notarized) to the Morristown Cashier's Office.

PROVISION FOR BOOKS AND SUPPLIES

Students who have authorized aid in excess of tuition and fees as of Jan. 12 are eligible to receive an advance of funds to apply toward the purchase of books and supplies. The advance is the lesser of the student's credit balance or \$725. Only students meeting all of the eligibility requirements as of this date qualify for this provision. All recipients of a book advancement will receive an email notification through Senators Mail once the book advancement has been processed. Book advancements are scheduled to be disbursed Jan. 14.

Students are awarded financial assistance under the assumption that the student will complete all classes for the entire period for which assistance is awarded. If students withdraw, cease attendance or never attend courses for which they are scheduled to begin, they may no longer be eligible for the amount of aid originally awarded or disbursed. This may result in a repayment of funds, including the advance for books and supplies, to the institution.

The remaining balance of aid in excess of tuition and fees is scheduled to be disbursed beginning Feb. 11. Engagement/attendance must be reported in all courses prior to the aid being released. Any further questions regarding balance of aid should be addressed to the Cashier's Office.

e-Text Program

Walters State Community College participates in the TBR led Digital Engagement Initiative (DEI) program that attaches a digital textbook (e-text) to certain classes. Things to know about the e-Text:

- Attaching the e-Text to classes allows immediate access to the course material on the first day of class.
- The cost of the text will be included in the tuition and fees for the class as a non-refundable, non-mandatory fee.

Students will receive an email from the bookstore with information on how to access the digital materials and will also provide a link to opt-out, if desired.

- Students may opt out of the program and purchase a book on their own.
- The deadline to opt out for spring 2025 is Feb. 3.
- If students are in multiple courses, they can opt-out from one or multiple classes.
- If students choose to opt-out, they will be required to purchase material for their courses on their own.

Students should be aware that certain types of aid will not cover the cost of the e-Text. If students have questions, they should consult with a financial aid representative at any campus.

Academic Calendar / Spring Semester 2025

2024

NOVEMBER 4 – JANUARY 23

MyWS System available for registration.

NOVEMBER 4

- MyWS System available for:
 - Viewing fee assessment.
 - On-line tuition/fee payment.
- In person payments accepted at all campuses except Newport.

NOVEMBER 6

Deferred Payment Plan opens.

NOVEMBER 11

Cashier's Office begins accepting fee discounts/fee waiver forms. All forms must be signed as of Nov. 11 or after.

DECEMBER 1

Third-party and financial aid scholarship authorized bookstore charge accounts available in Follett bookstore.

2025

JANUARY 8

Readmissions Committee meets.

JANUARY 14

Financial Aid book/supply advances disbursed. (Excludes third party payments such as: WIOA, Voc Rehab, etc.).

JANUARY 15

***PURGE — To guarantee enrollment, pay your registration before 5 p.m.**
(Excludes dual enrollment).

JANUARY 20

Martin Luther King, Jr. Day (College closed).

JANUARY 21

Classes begin.

75% Refund period begins.

JANUARY 24

Late registration/adding of additional courses ends.

JANUARY 28

Final PURGE — Pay Your Registration Guarantee Enrollment

Pay before 5 p.m. Includes dual enrollment students. Deferred-payment plan option to enroll ends. (see page 11)

FEBRUARY 1

Spring graduation application deadline.

FEBRUARY 3

Financial aid posts to student accounts.

FEBRUARY 3

Census Date (14th Day). Credit hours locked for financial aid payments.

FEBRUARY 3

Last day to opt out/in for e-Text or receive 100% refund for e-text costs per WSCC bookstore.

FEBRUARY 11

Begin disbursing financial aid and institutional refunds.

MARCH 1

Priority graduation application deadline for summer.

MARCH 5

Last day for students to use a third-party or financial aid authorized bookstore charge account in the Follett bookstore.

MARCH 10–14

Spring break — no classes.

MARCH 28

Last day to drop a course or withdraw from college-full term (W grade assigned). Last day for students to make up incomplete(s) grades from the previous term.

APRIL 3

Last day for instructors to turn in grade change form to their Division Dean for incomplete grades given the previous term.

APRIL 7

Summer and fall 2025 registration begins.

MAY 1

Spring classes end.

Last day to submit a spring fee discount/fee waiver form.

MAY 5 – MAY 8

Final examinations for spring classes.

MAY 8 (SUBJECT TO CHANGE)

Spring Graduation Ceremonies and Nurse Pinning.

MAY 12

Deadline for instructors to have all grades entered by 9 a.m.

MAY 14

Grades available to students via MyWS.

We've made the path to **becoming a Senator easy**

1. **Apply for Admission**

Submit your free online application by visiting ws.edu/admissions/apply.

2. **Submit Admission Materials**

Visit your applicant portal for more details on the documents you need to submit as part of the enrollment process.

3. **Apply for Financial Aid**

To apply for financial aid, visit ws.edu/cost-aid/apply-for-aid.



Need help?

*Senators Central is here to guide you from start to finish as you navigate your college journey. We are here to assist at all four of our campus locations. **Have questions or need more information, call 423.585.2600 or email senatorscentral@ws.edu.***

Registration Information

Spring 2025 Registration Calendar

You must see your advisor prior to registering through your [MyWS](#) account.

November 4, 2024

Continuous registration through MyWS begins. Closed only for daily back-up from 11:30 p.m.–2 a.m. (Hours are approximate.)

All fees must be received by the Cashier's Office or Off-Campus Centers by 5 p.m. on January 15.

Drop/Add Procedures

Adding may be done through Jan. 23. Dropping will continue throughout the semester according to the deadline dates noted within the spring refund dates. Any additional fees incurred through drop/add must be received in the Cashier's Office of any campus centers by 5 p.m., Jan. 28. No adding may be done after Jan. 24.

There will be no new registrations, adding of additional courses, or re-registrations due to deletion of schedule after Jan 24. All financial obligations must be cleared by 5 p.m., Jan 28., or your enrollment this semester may be nullified.

Registration is NOT complete until all fees are paid or a payment plan is set up. This includes the adding of additional hours to your schedule.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. (Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments.) This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Registration Instructions

Information That Will Help You

Please read carefully!

Timetable Booklet — This booklet contains information relative to the applicable term, including dates known at the time of publication. The college reserves the right to make changes in cost, policies, and administrative procedures.

Violations — Access to register for class(es) and to drop/add class(es) is controlled by user name and password. Unauthorized use of MyWS to alter or attempt to alter another student's password may result in disciplinary actions, including suspension or termination.

When is registration? With MyWS, selection of class(es) is continuous once registration begins. Remember, the earlier you select your class(es), the more likely you are to get the classes you want.

When are fees paid? View fee payment options and due dates located within Fee Assessment and Payment Information.

Registration for new and former students using MyWS

Former students (not enrolled the previous term excluding summer) must be readmitted by completing the necessary paperwork in Student Enrollment Services.

Register Now

HOW TO USE MYWS FOR REGISTRATION

To Add/Drop Courses:

- Visit [MyWS](#).
- Enter user name.
First-time visitors, please select "Activate your Account."
- Select "Register" Icon.
- Click on "Add or Drop Classes."
- Select the "Appropriate Term" and click "Submit."
- If you have any required learning-support courses, they will be listed at the top of the page.
- If you know the CRN for the course, you may enter the five-digit CRN in the "Add Classes Worksheet."
- Once the desired CRN(s) is listed in the worksheet, click "Submit Changes."

You will receive one of the following messages:

- “Web Registered” / You have been registered in the course.
- “Registration Add Errors.”
You have errors that need to be corrected. You may encounter the following errors:
 - **PREQ and Test Score-Error** — Either the course you are registering for has a prerequisite or you are not eligible to take the course based on your test scores.
 - **Duplicate CRN** — You have already registered for the course using the same CRN or another CRN assigned to that same course.
 - **CRN Does Not Exist** — Invalid CRN number.
 - **Time Conflict** — The course you are trying to register for has a time conflict with another course for which you are registered.
 - **Repeat Grade Restriction** — You have already taken the course you are trying to register for and made an A or B in the course.
 - **Section Closed** — Class is full.

If you encounter any of these errors and need assistance, please contact: Senators Central | 423-318-2763

You can view a detailed schedule of registered classes by clicking “Student Detail Schedule” on the main menu of SSB, or by clicking the Class Schedule icon within MyWS.

Pay Fees in Full Through MyWS:

- [Login to MyWS](#)
- Select “Pay Tuition” Icon.
- Select “Continue.”
- Select “Make Payment” (green button).
- Please follow corresponding prompts and instructions.

Set up Deferred Payment Plan:

- \$25 service fee (non-refundable).
- [Login to MyWS.](#)
- Select “Pay Tuition” Icon .
- Select “Continue.”
- Select “Enroll in Payment Plan” (pink button).
- Please follow corresponding prompts and instructions.
- Read ALL information carefully. Follow the corresponding prompts and instructions. Failure to read the agreement does not constitute errors by WSCC.

NOTE: If a “pink button” is not available, contact the Cashier’s Office at 423-585-2616.

Search for Classes:

- [Login to MyWS.](#)
- Select “Register” Icon.
- Select “Look Up Classes.”
- Select the appropriate term and click “Submit.”
- You can select the appropriate subject and click “Class Search” and all sections of the course you selected will appear.
- You can also narrow down your search results by selecting a particular campus, day, time, etc.
- Keep in mind that the more search criteria you enter, the more narrow your results.

- When the available class sections appear, you may click the “Select Box” on the left of the screen and click “Register” at the bottom of the page to try to register for that course. or click “Add to Worksheet” and the course will be added to the registration worksheet, but not attempt to register you for the course.
- Once all desired CRNs are in the “Add Classes Worksheet”, click “Submit” to register for the course.

MyWS

The Continuous Registration System Begins November 4.

ACCESS MyWS: My.ws.edu

- In order to register through MyWS, you must first meet with your advisor. Your advisor is located in the department of your major.
- If a class is closed or a time conflict exists, choose an alternate class or try later because some other student may have dropped from this class. An alternative is to go back to the division for the class you wish to add and seek permission. You may or may not be allowed in that class.
- When either adding or dropping a class, you must always use the five-digit CRN assigned to the class. If you receive financial aid, check with the Financial Aid Office before dropping to ensure you know the consequences (loss of aid, repayment) before dropping.
- If you experience any problems using MyWS, please feel free to contact Senators Central at 423-318-2763 or 1-800-225-4770.
- You may pay fees after you register either in person at the Cashier’s Office of any campus, by mail, credit card, or electronic check using MyWS. Payments must be received in accordance to the fee-payment calendar. View Fee-Payment Calendar.
- You may enroll in a payment plan through MyWS. For additional information, refer to the [Cashier’s Office webpage](#).
- If you are on hold, you must clear this before you will be permitted to register.

Hold	To Clear
Admissions	SSB U109 1.800.225.4770 423.318.2763
Bursar	Cashier’s Office SSB U159 423.585.2616
Financial Aid	SSB U161 1.800.225.4770 423.318.2763
Library	Library 423.585.6903
Academic Enrichment	CCEN Room 201 423.585.6914
Campus Police	Cashier’s Office SSB U159 423.585.2616

Failure to read this timetable does not excuse students from the requirements and regulations stated herein.

Schedule of Final Examinations

Day Classes Spring Semester

**FINAL EXAMINATIONS BEGIN ON
MONDAY, MAY 5, 2025**

Classes Beginning Between Times		Final Exam Time	Day of Exam Week
MWF	MW / MF / WF		
7:45/8–8:55 a.m.	8–9:25 a.m.	8–10 a.m.	Mon
9:05–10 a.m.	—	8–10 a.m.	Wed
10:10–11:05 a.m.	9:35–11 a.m.	10:15 a.m.–12:15 p.m.	Mon
11:15 a.m.–12:10 p.m.	11:10 a.m.–12:35 p.m.	10:15 a.m.–12:15 p.m.	Wed
12:20–1:15 p.m.	12:45–2:10 p.m.	12:30–2:30 p.m.	Mon
1:25–1:45 p.m.	—	12:30–2:30 p.m.	Wed
1:55/2:20–3:45 p.m.	1:55/2:20–3:45 p.m.	2:45–4:45 p.m.	Mon
3:55–5:45 p.m.	3:55–5:45 p.m.	3:45–5:45 p.m.	Wed
After 6 p.m. (evening classes)		Given During Regular Class Time	

Classes Beginning Between Times	Final Exam Time	Day of Exam Week
TR (Tuesday–Thursday)		
8–9:25 a.m.	8–10 a.m.	Tue
9:35–11 a.m.	10:15 a.m.–12:15 p.m.	Thu
11:10 a.m.–12:35 p.m.	10:15 a.m.–12:15 p.m.	Tue
12:45–2:10 p.m.	12:30–2:30 p.m.	Thu
2:20–3:45 p.m.	2:45–4:45 p.m.	Tue
3:55–5:45 p.m.	3:45–5:45 p.m.	Thu
After 6 p.m. (evening classes)	Given During Regular Class Time	

NOTES:

Friday-only class exams will be given on Friday of exam week according to the MWF time schedule.

Laboratory exams will be scheduled by the instructor.

Grade Inquiry

Obtain Grades for Spring Semester

Grades will not be mailed. Students will be able to access their grades via MyWS at noon 5 days after the semester ends.

All information listed on MyWS is printable, if you need a copy of your grades.

NOTE: If you have any difficulty in obtaining your grades using MyWS, please feel free to contact the Enrollment Services Office at 1-800-225-4770 or 318-2763. All holds must be removed from your record before you will be allowed access the system.

Fee Assessment and Payment Information

Fee-Payment Calendar Spring Semester

Nov. 4 — Fee Assessment available through MyWS. Student may begin paying in full online through MyWS or in person on any campus. The Newport Center does not accept in-person payments.

Registered / Added Classes	Fees Due by 5 p.m.
Nov 4, 2024–Jan 15	Jan 15
Jan 16–28	Jan 28
Dual Enrollment Students Nov 4, 2024–Jan 28	Dual Enrollment Students Jan 28

- Beginning Nov. 4, students may see their account balance through MyWS.
- Electronic notices are sent to Senators Mail accounts. No paper bills will be mailed. Students are responsible for knowing the fee payment deadlines.
- Payments may be made at any campus. Please contact off-campus sites for hours of operation. Morristown Cashier's Office normal hours of operation: Monday–Thursday, 8 a.m.–5 p.m.
- Failure to pay fees in accordance to the fee-payment calendar may result in a student's schedule being dropped.
- Questions concerning fee payment may be directed to the Morristown Cashier's Office at 423-585-2616.

Fees — Spring Semester

- Fees are subject to change without notification.
- Please refer to the [Cashier's Office webpage](#).

IN-STATE TUITION — ALL STUDENTS

- 2024–2025 Rates: \$185 per credit hour up to 12 credit hours; \$40 per credit hour above 12 credit hours.
- Dual Enrollment Students
2024–2025 Rates: \$185 per credit hour up to 12 credit hours plus 5% dual enrollment access fee; \$40 per credit hour above 12 credit hours.

OUT-OF-STATE TUITION

- Non-residents of Tennessee pay out-of-state tuition, plus in-state tuition and fees.
- 2024–2025 Rates: \$726 per credit hour; \$148 per credit hour above 12 credit hours.

FEES APPLICABLE TO ALL STUDENTS

- **Program Services Fee** — \$20 per semester (non-refundable).
- **Activity Fee** — \$8 per semester (non-refundable).
- **Technology Access Fee** — \$15 per semester hour to a maximum of \$116. The Technology Access Fee is assessed to provide a direct benefit to students for items such as new and improved high-technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction and learning outcomes. This is subject to the same refund procedures as in-state and out-of-state tuition.
- **International Education Fee** — \$1 per semester hour to a maximum of \$12. International Education Fee is assessed to provide students with international experiences, international learning outcomes, applied experiences, and celebrations of global diversity. This is subject to the same refund procedures as in-state and out-of-state tuition.
- **Special Course Fees** — Assessed for designated courses such as music, law enforcement training program, health/physical education, culinary arts, and TN eCampus online courses. All Natural Science labs are assessed a \$15 special course fee. Please contact the Cashier's Office relative to specific fees (non-refundable). Review your "Student Account" through MyWS.

FEE WAIVERS/DISCOUNTS

WSCC will begin accepting fee waivers/discount forms on or after Nov. 11. All forms must be signed and dated on or after Nov. 11. Cashiers do not make eligibility decisions. Waivers/discounts calculated at time of payment are "good faith" reductions. If it is determined at a later date that a student is not eligible for the fee waiver/discount or the form is not complete, the student will be invoiced for their account balance or receive a letter with additional instructions.

Deferred Payment Plan

OPTIONS AVAILABLE:

NOV. 6–JAN. 28 AT 5 P.M.

- Students may enroll through MyWS or at the Cashier's Office.
- Available plans are subject to change without notification.
- Down payment due at time of enrollment.
- \$25 Service fee (non-refundable).
\$100 Minimum tuition/fee account balance due.
- Must be set up prior to fee-payment deadline to confirm enrollment.

Available Plans	Down Payment	Number of Installments	Installments Due
Nov 6, 2024–Dec 6	20%	4	Jan 6, Feb 5, Mar 5, Apr 7
Dec 6, 2024–Jan 6	25%	3	Feb 5, Mar 5, Apr 7
Jan 7–20	25%	2	Mar 5, Apr 7
Jan 21–28	50%	2	Mar 5, Apr 7

PAYMENT OPTIONS

- Pay in full at any campus.
- Pay in full by check/money order by mail. Payment must be received in time to apply payment to student's account prior to appropriate fee-payment due date.
- Pay in full online through MyWS with a credit card (VISA/MasterCard/Discover) or with an electronic check.
- Enroll in a Deferred Payment Plan through MyWS or the Morristown Cashier's Office; \$25 non-refundable service fee.
- Students may drop their payment (check only) in the cashier drop box behind the drive-thru Campus Police Building on the Morristown Campus. Dropped payments are processed the next business day.

For additional information, refer to the [Cashier's Office webpage](#).

NOTE: Failure to read this timetable does not excuse students from the requirements and regulations stated herein. Address payment questions to the Morristown Cashier's Office, 423-585-2616.

Refund Information

Spring 2025 Refund Dates

POT Code	Description	Term Dates Spring 2025	100%	75% Refund Period		25% Refund Period		Last Day to Receive "W"
			Refund Period Ends	Begins	Ends	Begins	Ends	
1	Full Term	Jan 21–May 8	1/20/2025	1/21/2025	2/3/2025	2/4/2025	2/16/2025	3/28/25
1A	First Half of Semester	Jan 21–Mar. 7	1/20/2025	1/21/2025	1/26/2025	1/27/2025	2/1/2025	2/20/25
1B	Second Half of Semester	Mar 17–May 8	3/16/2025	3/17/2025	3/23/2025	3/24/2025	3/30/2025	4/21/25
DU	Dual Enrollment – Full	Jan 21–May 8	1/20/2025	1/21/2025	2/3/2025	2/4/2025	2/16/2025	3/28/25
DU3	Dual Enrollment – 1st Half	Jan 21–Mar. 7	1/20/2025	1/21/2025	1/26/2025	1/27/2025	2/1/2025	2/20/25
DU4	Dual Enrollment – 2nd Half	Mar 17–May 8	3/16/2025	3/17/2025	3/23/2025	3/24/2025	3/30/2025	4/21/25
LSA	LS 1st Half of Semester	Jan 21–Mar 7	1/20/2025	1/21/2025	1/26/2025	1/27/2025	2/1/2025	2/20/25
LSB	LS 2nd Half of Semester	Mar 17–May 8	3/16/2025	3/17/2025	3/23/2025	3/24/2025	3/30/2025	4/21/25
LSP	Learning Support	Jan 21–May 8	1/20/2025	1/21/2025	2/3/2025	2/4/2025	2/16/2025	3/28/25
PA1	Police Academy 1 – Spring	Jan 20–Mar 21	1/19/2025	1/20/2025	1/27/2025	1/28/2025	2/3/2025	3/1/25
PA2	Police Academy 2 – Spring	Apr 14–Jun 13	4/13/2025	4/14/2025	4/21/2025	4/22/2025	4/28/2025	5/24/25
RA1	TN eCampus 1st Half	Jan 21–Mar 7	1/20/2025	1/21/2025	1/26/2025	1/27/2025	2/1/2025	2/20/25
RA2	TN eCampus 2nd Half	Mar 17–May 7	3/16/2025	3/17/2025	3/23/2025	3/24/2025	3/29/2025	4/20/25
RA3	TN eCampus – Accelerated	Feb 24–May 7	2/23/2025	2/24/2025	3/5/2025	3/6/2025	3/14/2025	4/13/25
ROD	TN eCampus Full Term	Jan 21–May 7	1/20/2025	1/21/2025	2/3/2025	2/4/2025	2/16/2025	3/28/25

REFUNDS ARE DISBURSED BY THE FOLLOWING METHODS:

- Refunded to the credit card from which payment was made to student account within the past three months. Allow up to 14 business days for processing.
- Refunded by direct deposit if a refund profile has been successfully created at the time of processing.
- Refunds not processed by options 1 or 2 are issued as a paper check and mailed to a student's permanent home address on file.

NOTE: Only in-state tuition, technology access fee, international education fee, and out-of-state tuition are refundable fees.

Refunds occur when a student drops a course or courses which result in an adjusted cost associated with the course(s) dropped. Fees which may be adjusted are in-state tuition, technology-access fee, international-education fee, and out-of-state tuition.

- Situations which may result in an adjusted cost and a corresponding refund:
 - Dropping a course(s) which results in a class load of fewer hours and results in a lower cost.
 - Withdrawing from the college.
 - Canceled classes by WSCC. Not subject to prior notification.
 - Called to active military duty or National Guard service during the term.
 - Death of a student during the term.
- Fee adjustment calculation (cost adjustments):
 - Fees are adjusted 100% up to the official first day of the semester.
 - Fees are adjusted 100% due to canceled classes.

- Fees are adjusted 100% due to withdrawals as a result of being called to active military duty or National Guard service during the term after submitting appropriate documentation.
- Fees are adjusted 100% due the death of a student during the term.
- Course(s) dropped or student withdrawals occurring on or after the official start dates of the semester may result in an adjusted cost. See chart above for refund dates and deadlines.
- Costs are re-calculated based on adjusted enrollment:
 - Courses enrolled are charged 100% for all required costs plus.
 - 25% or 75% of costs associated with course(s) dropped and the dates the course(s) were dropped.
 - 75% refund period: Charged 25% of costs of dropped courses.
 - 25% refund period: Charged 75% of costs of dropped courses.
- A refund is the difference between the cost of originally enrolled hours and the adjusted cost as calculated.
- Refunds will only occur if the newly re-calculated costs are less than the original charges/costs paid.
- Not all drops/withdrawals result in a fee adjustment.
- Swapping courses on or after the official start date of the semester may result in additional penalties being charged to a students account for non-refundable fees.

Remember that ALL fees are NON-REFUNDABLE except in-state tuition, technology-access fee, international-education fee, and out-of-state tuition.

Testing Information

Academic Assessment and Placement

In compliance with the Tennessee Board of Regents policies, the following requirements apply to first-time regularly admitted students:

- Entering degree-seeking students with a regular high school diploma may submit valid ACT/SAT scores prior to registration. Alternatively, students may be evaluated for Learning Support (LS) needs by high school GPA. If a student has a valid unweighted high school GPA of 3.6 or higher LS classes will not be required. Valid ACT/SAT scores and GPA are those that are less than five (5) years old by the first day of classes. If you have not taken the ACT/SAT test battery, contact the Counseling and Testing Center. If you have taken the ACT/SAT but did not have your scores sent to Walters State Community College, contact the department of Admissions.
- No minimum ACT/SAT score is required for acceptance to Walters State Community College. Students with valid ACT/SAT scores equal to a minimum of 19 on the Math and Reading sections and 18 on the English section will be excused from Learning Support courses. Test scores are required as initial assessment for academic placement.

ACCUPLACER ASSESSMENT IS SUGGESTED FOR:

- All first-time degree-seeking freshmen who do not choose to take the ACT/SAT examination.
- All first-time degree-seeking freshmen entering on the basis of GED/HISET credentials who do not choose to take the ACT/SAT examination.
- International students submitting ACT/SAT scores below the minimum required or choosing not to take the ACT/SAT examination.
- Transfer students without college-level English composition, college-level reading-intensive credit, or college-level algebra-based mathematics credit who do not have valid minimum ACT/SAT scores.
- Non-degree seeking students who do not have valid minimum ACT/SAT scores interested in taking a college-level English composition, college-level reading-intensive credit, or college-level algebra-based mathematics must be assessed in the appropriate area.

NOTE:

There is no fee for the Accuplacer test, except in cases of a retest or a placement challenge, a \$10 fee is charged.

All students need to complete an application to enroll at WSCC before scheduling the Accuplacer test.

Contact the Counseling and Testing Center to schedule an exam by telephone at 423-585-6800 or access the Center's website at: [Testing Center](#).

If no placement scores are made available, students will be placed into applicable learning support courses.

General Education Test

Required for All Students Completing Degree Requirements. The State of Tennessee requires a general education exit exam for all Walters State students completing an Associate degree.

Students should take this exam in their last semester before graduation.

NOTES:

Contact the Counseling and Testing Center at 423-585-6800 to schedule a date for the exit examination, or schedule a test date through the testing website at: [WS Counseling and Testing](#).

All off-campus testing dates, times, and registration for Sevier, Greene and Claiborne sites will be available on the Counseling and Testing Center website: [WS Counseling and Testing](#). Students at off-campus sites may also call 423-585-6800 to schedule a testing date.

Bookstore

The Walters State bookstore is located on the Morristown Campus in room 140 of the Dr. Jack E. Campbell College Center building and operated by Follett Higher Education Group. The bookstore offers new and used textbooks, rental books, digital books, supplies, apparel, and other items. You can shop or find course material information online at [Shop WS Bookstore](#). If you have general questions, you can email bookstore@ws.edu or call the bookstore at 423-585-6884.

Hours

Bookstore hours will vary throughout the semester. The bookstore will have extended hours during the first week of class and at the end of the term for rental check in.

For an updated listing of hours, please visit [WS Bookstore](#).

Online Ordering

All textbook and course materials can be securely ordered online at [Shop WS Bookstore](#). Students may choose to have books shipped to their home or are available for pickup at the Morristown Campus Bookstore.

Morristown Campus:

Dr. Jack E. Campbell College Center (CCEN) — Room 140 (Bookstore)

Student Charges

Student charges must be made by 5 p.m. on Feb. 28. Student charges consist of Vocational Rehabilitation, Veterans Rehabilitation, WIOA, Knox Promise, etc. This does not include Pell Grant or other financial aid charges.

Textbook Rentals

Spring rentals are due back to the bookstore by 5 p.m. on May 12, at the Morristown Campus.

You will receive email reminders about your rental at the email you provide during purchase. Books that are shipped to the bookstore must be received by May 15. Please do not send non-rental books by mail. DO NOT SEND RENTAL BOOKS BY CAMPUS OFFICE MAIL.

Textbook Refunds

Any textbooks purchased or rented in-store or online (before the start of classes) will receive a full refund at the Morristown Campus through Jan. 28.

- REFUNDS WILL NOT BE GIVEN WITHOUT A RECEIPT.
- Refund textbooks must come back in a sellable condition.
- After Jan. 28, standard two-day refunds apply to all textbook purchases and rentals.

Textbook Buyback

Textbook buybacks are done at the bookstore at the Morristown Campus. Buybacks can be done anytime during the year when the store is open. An official ID (i.e. Tennessee driver's license or identification card) and your Walters State "W" number are required for all textbook buybacks. The best time for textbook buyback is always at the end of each semester.

eText Program

Walters State Community College participates in the TBR-led Digital Engagement Initiative (DEI) program that attaches a digital textbook (eText) to certain classes. Things to know about the eText:

- Attaching the eText to classes allows immediate access to the course material on the first day of class.
- The cost of the text will be included in the tuition and fees for the class as a non-refundable, non-mandatory fee.

Students will receive an email from the bookstore with information on how to access the digital materials and will also provide a link to opt-out, if desired.

- Students may opt out of the program and purchase a book on their own.
- The deadline to opt out for spring is Feb. 3.
- If students are in multiple courses, they can opt out from one or multiple classes.
- If students choose to opt out, they will be required to purchase material for their courses on their own.

Students should be aware that certain types of aid will not cover the cost of the eText. If students have questions, they should consult with a financial aid representative at any campus.

Notes to Students

Attendance

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in class. If this procedure is not followed, the students may be administratively dropped from the class, at the discretion of the instructor. Students who are withdrawn from classes under this policy will receive a drop form marked "Attendance Withdrawal."

Fee-Waiver/Discounts

WSSC will begin accepting fee waivers/discount forms on or after Nov. 11. All forms must be signed and dated on or after Nov. 11. Cashiers do not make eligibility decisions. Waivers/discounts calculated at time of payment are "good faith" reductions. If it is determined at a later date that a student is not eligible for the fee waiver/discount or the form is not complete, the student will be invoiced for their account balance or receive a letter with additional instructions.

Dropping/Adding Classes

Changes in your class schedule may result in changes to financial aid awards. Please check before you drop/add a course(s).

Student Activities

The student activity period for spring semester will be on Wednesdays from 12:30–2:15 p.m. If you wish to participate in extracurricular activities, do not schedule classes during this time.

Interested in learning at your convenience, earning college credit, learning for personal enjoyment?
TRY DISTANCE EDUCATION!

Distance Education Opportunities

Walters State offers learning opportunities for students who may not wish to travel to a Walters State campus for all classes. Several types of distance-learning opportunities — video-streaming courses, Walters State web-based (online) courses, hybrid courses and [TN eCampus](#) (previously called RODP/ROCC) courses — are offered this semester. For more information about these distance-learning opportunities, please come by the Division of Distance Education in room 126 of the College Center, or call 585-6996.

Hybrid (HYB)

Required scheduled real-time, live instruction. These classes indicate that there will be an opportunity for students to come to campus. Professors may develop a rotating schedule if the desire to be on campus exceeds room capacity. Times and room numbers are listed in the students' schedules. A hybrid class may only be on-ground for orientations and/or proctored exams. Please check the CRN course notes for these details.

Virtual Video (DVC)

Required real-time, live instruction. These classes indicate that there will not be an opportunity for students to come to campus — all meetings will be virtual (via Zoom, Teams, etc.) A time is listed in the students' schedules, but no room number is listed.

WEB-Based (WEB)

These classes are 100% online, web-based with no on-ground or real-time, live-meeting requirements. Please see [Student Responsibilities in Taking an Online Course](#). No room or time is listed in the students' schedules.

TN eCampus (RD1)

This is a course through [TN eCampus](#). Additional fees and proctored exams may apply. These classes are 100% online, web-based with no on-ground or virtual (Zoom, Teams, GoToMeeting, etc.) meeting requirements. These classes take place in a different Learning Management System and not Walters State's eLEARN. This course may require on-site or virtual proctoring that utilizes an online proctoring platform. No room or time is listed in the students' schedules.

Conventional (CON)

Courses meet "face-to-face" for lecture and/or lab instruction; however, some course materials/activities may be online and require some internet access. Online components may include access to course content, course notes, resources, and assessments. Times and room numbers will be listed and provided in students' schedules.

Video Streaming (TWY)

Video-streaming courses (TWY) follow traditional class meeting schedules, while providing students the opportunity to attend class sessions at one of Walters State's four campuses in Niswonger (Greeneville), Sevierville, Tazewell or Morristown). Video-streaming courses are good choices for students who may be unable to travel to one particular campus for a particular course. Instructors can deliver instruction from any of the four campuses to students at the other three campuses.

Students at the distance locations can see and interact with the instructor and students at other sites via closed-circuit television technology. Times and room numbers will be listed and provided in students' schedules.

Lab Instruction may Vary as Follows:

- **WEB Lab** — Students will not come to campus. Work is online and uses simulations, etc.
- **Hybrid Lab** — Students must come to campus to complete labs in-person. Faculty will work with legitimate inabilities to get to campus as they arise. Online experiments may also be used.
- **DVC Lab** — Students will not come to campus but some of the labs will be completed in real-time, virtual class settings using Teams or Zoom. Online experiments may also be used.

TN eCampus Courses

TN eCampus courses are offered as part of the [TN eCampus](#) mode of delivery. Students interested in these courses should contact Candace Justice at 423-587-6765. Students can also obtain information concerning this mode of delivery at the TN eCampus.

Please be advised that separate fees will be assessed for students enrolling in these courses. In addition to the fees assessed for these classes, there will be a course delivery fee of \$74 per credit hour. Out-of-state students must pay out-of-state tuition in addition to the regular maintenance fee. These classes are defined with a section code beginning with "R."

[View TN eCampus courses offered this semester.](#)

WSCC Timetable Abbreviations

BLDG/Room

CCEN	College Center (Main)
HUM	Humanities (Main)
MBSS	Mathematics & Behavior/Social Science (Main)
NSCI	Natural Science (Main)
PSC	Public Safety Center (Main)
TECH	Technology Education (Main)
TBA	To Be Announced
ACAD	Cates Cutshall Hall (Sevier)
CAPE	Conner Short Center (Sevier)
MMH	Maples Marshall Hall (Sevier)
AGBC	Agri-Business Expo Center
WSCE	Claiborne County Campus
WSGC	Niswonger Campus
GRHS	Greenhouse
NPT	Newport

Day Class is Offered

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
MWF	Monday, Wednesday and Friday
MW	Monday and Wednesday
TR	Tuesday and Thursday
TBA	To be Announced

Delivery Methods

CIM	Computer Based
CLN	Clinical
DVC	Desktop Video Course
HYB	Hybrid
LAB	Laboratory
LEC	Lecture
VID	Video
WEB	Web Based
R	TN eCampus Online Course
FLD	Field work

For a List of Classes for the Upcoming Semester, Go to ws.edu

On the blue bar at top right of the webpage, click "Class Schedule."

Select the term you wish to view. Spring classes will be viewable as they are being loaded in early September. All classes offered for the semester will be loaded by the day registration opens for the term (see calendar).

If you are an admitted student, you can also view the term "Class Schedule" via your MyWS account.

CLASSES LISTED AT EACH CAMPUS SITE WILL HAVE THE INSTRUCTIONAL METHOD (INSM) OF EITHER HYBRID OR CONVENTIONAL. ADDITIONAL COURSE INSTRUCTION OPTIONS ARE LISTED FOLLOWING THE INDIVIDUAL CAMPUS LOCATIONS AND OTHER TEACHING SITES.

Part of Term	Description	Term Dates — Spring 2025	Last Day to Receive "W"
1	Full Term	Jan 16–May 3	22-Mar
1A	First Half of Semester	Jan 16–March 1	16-Feb
1B	Second Half of Semester	Mar 11–May 3	12-Apr
DU	Dual Enrollment — Full	Jan 16–May 3	22-Mar
DU3	Dual Enrollment — 1st Half	Jan 16–March 1	16-Feb
DU4	Dual Enrollment — 2nd Half	Mar 11–May 3	12-Apr
LSA	LS 1st Half of Semester	Jan 16–March 1	16-Feb
LSB	LS 2nd Half of Semester	Mar 11–May 3	12-Apr
LSP	Learning Support	Jan 16–May 3	22-Mar
PA1	Police Academy 1–Spring	Jan 15–March 15	9-Feb
PA2	Police Academy 2–Spring	Apr 8–June 7	3-May
RA1	TN eCampus 1st Half	Jan 16–March 1	16-Feb
RA2	TN eCampus 2nd Half	Mar 11–May 1	12-Apr
RA3	TN eCampus Accelerated	Feb 19–May 1	15-Mar
ROD	TN eCampus Full Term	Jan 16–May 1	22-Mar

