



Steps for students at Virginia Western Community College

1. Contact Sue Clark, VWCC Site Coordinator for the Davenport Institute.
sclark@viriniawestern.edu 540.857.6685
 - Sue will work with you to set up an individual meeting to complete Davenport Institute paperwork and get you started with VWCC processes.
2. Apply to the college, VWCC
You will need your home address, telephone number, date of birth and social security number.
Your plan information:

Career Studies Certificate Infant and Toddler: 221-636-06

Career Studies Certificate Early Childhood: 221-636-04

- Information
<https://www.viriniawestern.edu/studenthelp/student/applyonline.php>
- Application
https://www.apply.vccs.edu/applications/vccs/apply.html?application_id=4098
- Help or questions
Contact Sue Clark 857.6685 or sclark@viriniawestern.edu

Approximately 48 hours after you submit your application, you will receive an email in your student email account. This email contains information on the next steps you need to take, such as filing for financial aid, taking your placement tests, and meeting with an advisor. In addition, you will receive a postcard with a reminder to check your email and instructions.

It is advisable to write down user names and passwords in a safe and easy place to remember. You will need them again.

The Davenport Institute is made possible through a generous grant from Ben and Betty Davenport and is supported administratively by the Virginia Community College System and Virginia Early Childhood Foundation.

3. Complete the Free Application for Federal Student Aid (FAFSA)

- Information

<https://www.viriniawestern.edu/financialaid/howtoapply.php>

- Application

<https://fafsa.ed.gov/>

- Help or questions

Call 1-855-874-6690 or watch the tutorial here

<https://www.vawizard.org/wizard/financial-aid>

Make sure and respond to any financial aid requests you receive from VWCC. Be sure to complete and submit any additional requested materials as soon as you can.

4. Complete the Virginia Department of Social Services Child Care Provider Scholarship

- Information and application

http://www.dss.virginia.gov/family/cc/professionals_resources.cgi

- Help or questions

Childcare.scholarships@dss.virginia.gov or 866.636.1608

5. Complete the Project Pathfinders Application

- Information

<http://www.smartbeginnings.org/home/about/project-pathfinders.aspx>

- Application

<https://www.grantinterface.com/Home/Logon?urlkey=vecf>

- Help or questions

Mila Spaulding, pathfinders@vecf.org or 804.749.8149

6. Register for classes using MyVWCC

- Help or questions

<https://www.viriniawestern.edu/studenthelp/index.php>

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Application Deadlines

Fall: June 15-August 1

Spring: October 15-December 1

Summer: March 15-April 15

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