WALLACE
COMMUNITY
COLLEGE

PRACTICAL NURSING PROGRAM
APPLICATION PACKET
SPRING 2013

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THIS APPLICATION PACKET

Deadline
The deadline to return this packet is **Noon** on **Friday, October 5, 2012 (CDT).**

How to Submit your Application Packet
Please refer to the *Practical Nursing Application Packet Check Sheet* on page 4 of this packet for a list of items that must be included in your application packet**.** All items should be assembled, fastened together, and submitted as one complete packet. You may either mail your complete application packet to *Wallace Community College, Practical Nursing Program Office, 1141 Wallace Drive, Dothan, AL 36303* or hand deliver to one of the following:
♦*Debbie Holman at the Wallace Campus in Dothan, Rane Hall, Room 100*
♦*Earl Bynum at the Sparks Campus in Eufaula, Administration Building, Student Services*

Transcripts
Transcripts from **EVERY** college that you have attended must be included in your application packet. Include a copy of your high school transcript **ONLY** if you are using high school coursework to count toward points. If your official transcripts are on file at Wallace Community College (WCC), you must still attach copies to your application. **WCC Enrollment Services cannot provide you with copies of another school's transcripts**. Unofficial transcripts are acceptable and may be printed from the Internet for most colleges. If you have attended Wallace Community College (WCC), you must also include a WCC transcript. WCC unofficial transcripts are acceptable and can be printed from the WCC website www.wallace.edu
NOTE: WCC Enrollment Services has a 72-hour processing time for WCC transcripts.

Minimum Admission Standards
Minimum admission standards for the Practical Nursing program include the following:
1) Completed WCC admissions application with the status of **"Unconditional Admission"** or **"Conditional Status Cleared."** If you are currently enrolled at another college and cannot obtain "unconditional" status, you must submit all transcripts up to the semester in progress to WCC Enrollment Services. A notation of your status should be made on your "Admission Agreement." If you are **not** enrolled in any courses at WCC for the Fall 2012 semester, you must re-apply to the College at WCC Enrollment Services. **NOTE: WCC Enrollment Services has a 72-hour processing time for WCC Admission Agreement Forms.**

Please note that applicants who have completed a baccalaureate degree or any graduate coursework must also submit official transcripts from every college attended to WCC Enrollment Services.

2) Completed Practical Nursing application packet received by **Noon** on **Friday, October 5, 2012.**

3) Minimum GPA of 2.5 on a 4.0 scale based on the following:
   ♦ For students with undergraduate level credit hours GPA will be computed based on the most recent 24 hours of undergraduate credit hours;
   ♦ For students with 24 or more credit hours at the graduate level GPA will be computed based on the most recent 24 hours of graduate level credit hours – undergraduate level credit hours are ignored;
   ♦ For students with less than 24 hours at the graduate level GPA will be computed based on the most recent 24 hours of underqraduate credit hours – graduate credit hours are ignored.
   ♦ Only transcripted hours from colleges accredited by one of the six regional accrediting agencies (i.e. SACS) will be considered.
   ♦ High school credits will not be used in calculating GPA except as required in the Early College Enrollment Program

4) Eligibility for English 101 and Math 116.
   ♦ English 101 eligibility is determined by the following: successful completion of ENG 093 **OR** a minimum score of 62 on the writing section of COMPASS™ **OR** a minimum score of 20 on ACT® English **OR** a minimum score of 470 on SAT® I verbal. ***Test scores may not be more than three years old.***
   ♦ Math 116 eligibility is determined by the following: successful completion of MTH 090 **OR** a minimum score of 37 on the math prealgebra section of COMPASS™ **OR** a minimum score of 20 on ACT® mathematics **OR** a minimum score of 470 on SAT® I mathematics. ***Test scores may not be more than three years old.***

5) Be in good standing with WCC.

6) Meet the essential functions or technical standards required for nursing. Please refer to "*The Alabama Community College System Nursing Programs Essential Functions*" on pages 8-9 of this packet.

7) Completion of the ATI Test of Essential Academic Skills, Version Five (TEAS-V®) taken within three years of the application deadline.

For questions regarding the COMPASS™ or TEAS-V®, please contact Testing Services:

Wallace Campus, Dothan – (334) 983-3521, ext. 2294, ext. 2281, ext. 2208
Sparks Campus, Eufaula – (334) 983-3521, ext. 4249, ext. 4210
Online - http://www.wallace.edu/student_resources/test_serv.htm

Registration and payment for the TEAS-V® must be completed on-line through the vendor site—this cannot be handled through Testing Services on either campus location and payments cannot be received through the College Business Office. Applicants must create an on-line account at www.atitesting.com to schedule a date for testing.

If testing at a location other than WCC you must transfer your TEAS-V® score to WCC. ATI assesses a $25.00 fee to transfer a TEAS-V® score to a location other than your original test site.

Calculation of Points

After meeting minimum requirements, applicants are rank-ordered using a 221-point system based on:

- ♦ TEAS-V® score (150 possible points)
- ♦ Points for selected college courses (i.e., English 101, Math 116 or higher level math) and/or selected high school courses (i.e., Algebra II or higher level math, highest level Biology) (60 possible points)
- ♦ Additional points (11 possible points) for:
  - Students currently enrolled or who have previously completed courses at WCC (including dual enrollment and/or early college admission)
  - Students who have completed a Certified Nursing Assistant program (applicant must provide documentation verifying that they are currently a Certified Nursing Assistant)

Copies

You are strongly encouraged to make copies of all materials in your packet prior to submission. **The Practical Nursing program office will not make copies of any items in your packet for use in reapplying to the Practical Nursing program or in applying to other programs.**

Notification

Applications to the PN program will be processed following the application deadline. All applicants to the PN program will receive notification of acceptance status via the U.S. mail. No information regarding the status of an application will be given over the telephone. **Applicants to the PN program should allow minimum of (6) weeks for applications to be processed.**

Questions

If you have questions, please contact Debbie Holman, Secretary, Practical Nursing Division, at (334) 556-2220.

The Practical Nursing program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). The Alabama Board of Nursing and the National League for Nursing Accrediting Commission can be contacted at

Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, Alabama 36104
Telephone (334) 242-4060   Fax (334) 242-4360
Web site: **http://www.abn.state.al.us**

National League for Nursing Accrediting Commission
3343 Peachtree Road, NE, Suite 850
Atlanta, Georgia 30326
Telephone: (404)-975-5000   Fax (404) 975-5020
Web site**: http://www.nlnac.org**

Wallace Community College
Practical Nursing Application Packet
<u>CHECK SHEET</u>

<u>THIS FORM MUST BE SUBMITTED AS THE FIRST PAGE OF YOUR PACKET</u>

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION PACKET FOR IT TO BE CONSIDERED COMPLETE

	Place a check (✓) beside each item to indicate that the item has been included.
_____	Form A: (this form) should be the coversheet of your application packet
_____	Form B: Nursing Program Application (2 pages)
_____	Form C: Site Preference Form
_____	ADMISSIONS AGREEMENT FORM: This form must be current and checked either "**Unconditional Admission**" or "**Conditional Status Cleared**." You can obtain this form from Enrollment Services in Grimsley Hall at the Wallace Campus in Dothan or Student Services in the Administration Building at the Sparks Campus in Eufaula.
_____	Transcripts from each college previously attended (including Wallace Community College).
_____	A copy of the TEAS-V® score report form (*Individual Performance Profile*) **SCORE MUST BE ACHIEVED WITHIN 3 YEARS OF APPLICATION DEADLINE TO SATISFY ELIGIBILITY REQUIREMENTS**
_____	Include COMPASS™, ACT®, or SAT® scores if used as qualifiers for ENG 101 and MTH 116 **SCORE(S) MUST BE ACHIEVED WITHIN 3 YEARS OF APPLICATION DEADLINE TO SATISFY ELIGIBILITY REQUIREMENTS**
OPTIONAL:	
_____	HIGH SCHOOL TRANSCRIPT. Include a copy of your high school transcript only if you are using high school coursework to count towards points.
_____	If you are currently a certified nursing assistant and would like consideration in ranking, initial and attach verifying documentation.

I have submitted all of the above checked items in my application packet. I understand that meeting minimal admission requirements does not guarantee admission to the program. I also understand that a minimum number of students is required at each location for classes to be conducted, so placement at my desired location is not guaranteed.

Signature: _____ Date: _____

Printed Name: _____

The Alabama Community College System
NURSING PROGRAM APPLICATION
SPRING 2013

Date: _____

Program Applying For: __N/A_ Registered Nursing Program   __X__ Practical Nursing Program

I. PERSONAL DATA

Last Name: _____ First: _____ MI: ___ Maiden: _____

Social Security Number: _____

Wallace Community College Student Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Work/Cell Phone:_____   E-mail address: _____

II. EDUCATION

High School Graduation Year: _____ High School Name: _____

GED credential (if applicable): _____ Date completed: _____

Are you currently taking college courses? Yes ___ No ___ If yes, what college_____

List all courses currently enrolled in (List additional courses on a separate sheet of paper if necessary.)

List all colleges attended and the year(s) attended (List additional colleges on a separate sheet of paper if necessary.)

COLLEGES ATTENDED, INCLUDING WALLACE COMMUNITY COLLEGE	CITY/STATE	DATES ATTENDED (FROM/TO)

Have you previously been admitted to a nursing program? Yes ___ No ___ **If yes, state reason for withdrawal.**

_____

NOTE: If you have previously been admitted to, but failed to complete a previous nursing program, you must submit a letter stating you are eligible to return to the previous program. The letter must be submitted with your PN program application packet. The letter must be from the Dean or Director of the previous nursing program.

Test of Essential Academic Skills, Version Five (TEAS-V®) Score:_____ Date Tested_____

  NOTE: Score must be achieved <u>within 3 years</u> of application deadline to satisfy eligibility requirement.

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.

Minimum admission standards:
   1. **Unconditional admission to Wallace Community College.**
   2. **Receipt of completed application for the nursing program(s).**
   3. **Minimum GPA of 2.5 on a 4.0 scale based on the last 24 credit hours for students *with* previous college coursework.**
   4. **Eligibility for English 101 and Math 116.**
   5. **Good standing with Wallace Community College.**
   6. **Meeting the essential functions or technical standards required for nursing.**
   7. **Completion of the Test of Essential Academic Skills, Version Five (TEAS-V®) taken within 3 years of the application deadline.**

Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. <u>Meeting minimal requirements does not guarantee acceptance</u>.

_____   _____
              Applicant's Signature   Date

****
You may either mail completed packet to
   WALLACE COMMUNITY COLLEGE
   PRACTICAL NURSING PROGRAM OFFICE
   1141 WALLACE DRIVE
   DOTHAN, ALABAMA 36303

or hand deliver to
   <u>*DEBBIE HOLMAN*</u> *AT THE WALLACE CAMPUS IN DOTHAN, RANE HALL, RM 100 or*
   <u>*EARL BYNUM*</u> *AT THE SPARKS CAMPUS IN EUFAULA, ADMINISTRATION BUILDING,*
   STUDENT SERVICES
****
(FOR OFFICE USE ONLY)

Date received: _____   Received by: _____

Wallace Community College
Practical Nursing Program
SITE PREFERENCE FORM

(Please include this form in application packet)

Spring 2013 applicants for the Practical Nursing program will have the option of choosing a traditional **"DAY"** program track offered at the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Please rank your preference for location below by placing "1" beside your first preference and "2" beside your second preference. If you do not have a second preference, mark that space "N/A" and indicate only your first preference. **Please be aware that a minimum number of students is required at each location for classes to be conducted, so placement at your desired location is not guaranteed.**

_____ **Day - Wallace Campus in Dothan**

_____ **Day - Sparks Campus in Eufaula**

THE ALABAMA COMMUNITY COLLEGE SYSTEM
NURSING PROGRAMS
ESSENTIAL FUNCTIONS

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or their affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by health-care employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include, but are not limited to, the ability to perform the following:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
   c) Work effectively independently
   d) Discern and interpret nonverbal communication
   e) Express one's ideas and feelings clearly
   f) Communicate with others accurately in a timely manner
   g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write, and comprehend the English language
   b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health-care settings
   c) Demonstrate satisfactory performance on written examinations, including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives

4) Motor Function
   a) Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
   b) Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others
   c) Maintain balance from any position
   d) Stand on both legs
   e) Coordinate hand/eye movements
   f) Push/pull heavy objects without injury to client, self, or others
   g) Stand, bend, walk, and/or sit for six to 12 hours in a clinical setting, performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
   h) Walk without a cane, walker, or crutches
   i) Function with hands free for nursing care and transporting items
   j) Transport self and client without the use of electrical devices
   k) Flex, abduct, and rotate all joints freely
   l) Respond rapidly to emergency situations
   m) Maneuver in small areas
   n) Perform daily care functions for the client
   o) Coordinate fine and gross motor hand movements to provide safe, effective nursing care
   p) Calibrate/use equipment
   q) Execute movement required to provide nursing care in all health-care settings
   r) Perform CPR and physical assessment
   s) Operate a computer

5) Professional Behavior
   a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
   b) Demonstrate a mentally healthy attitude that is age-appropriate in relationship to the client
   c) Handle multiple tasks concurrently
   d) Perform safe, effective nursing care for clients in a caring context
   e) Understand and follow the policies and procedures of the college and clinical agencies
   f) Understand the consequences of violating the student code of conduct
   g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
   i) Do not pose a threat to self or others
   j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
   k) Adapt to changing environments and situations
   l) Remain free of chemical dependency
   m) Report promptly to clinicals and remain for six to 12 hours on the clinical unit
   n) Provide nursing care in an appropriate time frame
   o) Accepts responsibility, accountability, and ownership of one's actions
   p) Seek supervision/consultation in a timely manner
   q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to Jean Dagostin for the Wallace Campus (334-556-2294) or Earl Bynum for the Sparks Campus (334-687-3543 ext 4270).