



Spring 2024 Application Packet **PRACTICAL NURSING PROGRAM (LPN)**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY
BEFORE COMPLETING THIS APPLICATION PACKET**

Deadline

The deadline to return this packet is **2 p.m. (CDT) on Friday, October 27, 2023.**

Directions

Before starting application, read application from front to back. Most questions can be answered throughout the packet.

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***. Your application can be submitted by mail or hand delivered to one of the following:

Mail:

- Wallace Community College, Practical Nursing Program Office, 1141 Wallace Drive, Dothan, AL 36303, Attention: Hannah Mixson

Hand Delivered:

- Wallace Campus in Dothan, Health Science Building, 2nd floor Receptionist Desk, Attention: Hannah Mixson
- Sparks Campus in Eufaula, Administration Building, Student Services, Attention: Hannah Mixson

Transcripts

Individual transcripts from **EVERY** college (including WCC) 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.

Resources

Additional advising can be sought at the QEP Advising Center located in Grimsley Hall on the Dothan Campus and the A Building, Room A13 on the Sparks Campus. We encourage making an appointment with the QEP Advising Center at <https://www.wallace.edu/campus-life-resources/counseling-advising/advising-services/> or by emailing them at advising@wallace.edu. You can also use your cell phone to click the "CLICK HERE" link below to setup an appointment.

[Click Here](#)

Minimum Admission Standards

Minimum admission standards for the Practical Nursing program include the following:

1) Proof of Unconditional Admission. Screen print form OneACCS student profile.

Example:

Degree: Associate in Science
Level: Undergraduate
Program: AS General Studies
College: Academic Transfer
Major: Pre Nursing
Concentration: Not Provided
Admit Type: Unconditional Admit
Admit Term: Fall 2022
Catalog Term: Fall 2021

- If your student profile says "Conditional Admit", you will need to satisfy the requirements necessary to update your student profile to Unconditional Admit prior to the Program application deadline.
- If you are enrolled in classes at another institution for Spring 2023, your admission status will not be unconditional until admissions receives your final transcript. Upon completing your Spring 2023 courses, you will be required to submit your final transcript to admissions. If this applies to you, we WILL accept your conditional admission status until you are cleared with admissions. You must have all documentation submitted to admissions, including a transcript showing courses in progress from your current institution.
- **If you are not enrolled in any courses at WCC for Fall 2023 semester, you must re-apply to the College at WCC Enrollment Services. If you are not planning to come to WCC until Spring 2024, make sure you put that on your application to admission.**

NOTE: WCC Enrollment Services has a 72-hour processing time for WCC Admission Agreement Forms. Nursing program 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 **2 p.m. (CDT) on Friday, October 27, 2023.**
If mailed, the application packet must be postmarked no later than **October 27, 2023.**

3) Minimum GPA of 2.3 on a 4.0 scale based on the last 24 credit hours for students *with* previous college coursework OR a 2.3 cumulative GPA at **Wallace Community College.**

4) Eligibility for ENG 101 and BIO 201.

- ENG 101 (English Composition I)
- BIO 201 (Human Anatomy and Physiology I)

5) Be in good standing with WCC.

6) Meeting the essential functions or technical standards required for nursing.

7) Completion of the ATI Test of Essential Academic Skills (**ATI TEAS[®]**) taken within three years of the application deadline.

- Registration and payment for the ATI TEAS[®] must be completed online through the vendorsite. Registration cannot be handled through Testing Services on either campus. Payments cannot be received through the College Business Office. Applicants must create an online account at www.atitesting.com to schedule a date for testing.
- If testing at a location other than WCC you must transfer your ATI TEAS[®] score to WCC.
- Applications received without test scores will be considered ineligible for admission consideration. Scores are good for three years prior to the application deadline.
- There is **NO SET SCORE** for the ATI TEAS[®] test at this time. We ask that you do your best.

For questions regarding the ACCUPLACER[®] or ATI TEAS[®], please contact Testing Services:

Wallace Campus, Dothan – (334) 983-3521, ext. 2296 Sparks Campus, Eufaula – (334) 687-3543, ext. 4249
http://www.wallace.edu/student_services/counseling_dss_testing_career_services/testing_services.aspx

Calculation of Points

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

- ATI TEAS® score (150 possible points)
- Points for selected college courses (i.e., English 101, Math 116 or higher level math) and/or selected highschool 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

Applicants will be notified of their status within **6 weeks after the application deadline**. An email will be sent to the email address provided on the application if you were accepted to the program or denied admission. It is imperative that an accurate email address, that is regularly checked, be submitted on this application.

Questions

If you have questions, please email Hannah Mixson, Practical Nursing Division, at hmixson@wallace.edu.

**Wallace Community College
Practical Nursing (LPN) Application Packet
CHECK SHEET**

**THIS FORM MUST BE SUBMITTED AS THE FIRST
PAGE OF YOUR PACKET**

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
_____	Proof of Admission Status from OneACCS Student Profile <ul style="list-style-type: none"> • <u>If you are not enrolled in any courses at WCC for Fall 2023 semester, you must re-apply to the College at WCC Enrollment Services. If you are not planning to come to WCC until Spring 2024, make sure you put that on your application to admission.</u>
_____	Separate transcripts from each college previously attended. Transcripts can be official or unofficial. (including Wallace Community College).
_____	A copy of the ATI TEAS [®] score report form (<i>Individual Performance Profile</i>) SCORE MUST BE ACHIEVED WITHIN 3 YEARS OF APPLICATION DEADLINE TO SATISFY ELIGIBILITY REQUIREMENTS
_____	Signed copy of the Alabama Community College System/Wallace Community College Nursing Programs/Essential Functions (pg 8)
OPTIONAL:	
_____	Include ACCUPLACER [®] , ACT [®] , SAT [®] or ACCS Biology Placement Exam scores if used as qualifiers for ENG 101 and BIO 201 SCORE(S) (other than the ACCS Biology Placement Exam) MUST BE ACHIEVED WITHIN 3 YEARS OF APPLICATION DEADLINE TO SATISFY ELIGIBILITY REQUIREMENTS
_____	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: _____

Student Number: _____

The Alabama Community College System
Practical Nursing Application (LPN)

Date: _____

I. PERSONAL DATA

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

Wallace Community College Student A Number: _____

Mailing Address: _____

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

Alternate Phone: _____ WCC Student Email 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 Fall 2023 courses currently enrolled in to include mini terms. Please indicate mini term beside listed class as applicable.

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/attended a nursing program including Wallace Community College (WCC)?

- Yes _____ Name of University/College _____

Note: If you were in the PN program at WCC, no additional letter will be required.

If yes, state the reason for withdrawal _____

- No _____

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 Skills, (ATI TEAS®) Score: _____ Date Tested: _____

NOTE: Score must be achieved within 3 years 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 2.3 on a 4.0 scale based on the last 24 credit hours for students *with* previous college coursework OR a 2.3 cumulative GPA at Wallace Community College.
4. Eligibility for English 101 and BIO 201.
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 (**ATI TEAS®**) 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. Meeting minimal requirements does not guarantee acceptance.

Applicant's Signature

Date

(FOR OFFICE USE ONLY)

Date received: _____

Received by: _____

**Wallace Community
College Practical Nursing
Program (LPN)**

SITE PREFERENCE FORM

(Please include this form in application packet)

Spring 2024 applicants for the Practical Nursing program will have the option of choosing between a traditional “**DAY**” program track offered at the Wallace Campus in Dothan and the Sparks Campus in Eufaula. Please rank your preference for track and location below by placing “1” beside your first preference and 2” beside your second preference. If you DO NOT have a second preference, mark those spaces “N/A” and indicate only your first preference.

_____ **Day - Wallace Campus in Dothan**

_____ **Day - Sparks Campus in Eufaula**

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**The PN program at WCC is approved by the
Alabama Board of Nursing
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, Alabama 36104
(800) 656-5318**

**The PN program at WCC is accredited by the
Accrediting Commission for Education
in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000**

**THE ALABAMA COMMUNITY COLLEGE SYSTEM / WALLACE COMMUNITY COLLEGE
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 its 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 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 healthcare 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:

- | | |
|---|---|
| <p>1) Sensory Perception</p> <p>a) Visual</p> <p>i) Observe and discern subtle changes in physical conditions and the environment</p> <p>ii) Visualize different color spectrums and color changes</p> <p>iii) Read fine print in varying levels of light</p> <p>iv) Read for prolonged periods of time</p> <p>v) Read cursive writing</p> <p>vi) Read at varying distances</p> <p>vii) Read data/information displayed on monitors/equipment</p> <p>b) Auditory</p> <p>i) Interpret monitoring devices</p> <p>ii) Distinguish muffled sounds heard through a stethoscope</p> <p>iii) Hear and discriminate high and low frequency sounds produced by the body and the environment</p> <p>iv) Effectively hear to communicate with others</p> <p>c) Tactile</p> <p>i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</p> <p>d) Olfactory</p> <p>i) Detect body odors and odors in the environment</p> <p>2) Communication/ Interpersonal Relationships</p> <p>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</p> <p>b) Work effectively in groups</p> <p>c) Work effectively independently</p> <p>d) Discern and interpret nonverbal communication</p> <p>e) Express one's ideas and feelings clearly</p> <p>f) Communicate with others accurately in a timely manner</p> <p>g) Obtain communications from a computer</p> <p>3) Cognitive/Critical Thinking</p> <p>a) Effectively read, write and comprehend the English language</p> <p>b) Consistently and dependably engage in the process of critical <u>thinking</u> in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</p> <p>c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</p> <p>d) Satisfactorily achieve the program objectives</p> <p>4) Motor Function</p> <p>a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction</p> <p>b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others</p> <p>c) Maintain balance from any position</p> <p>d) Stand on both legs</p> <p>e) Coordinate hand/eye movements</p> <p>f) Push/pull heavy objects without injury to client, self or others</p> <p>g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others</p> <p>h) Walk without a cane, walker or crutches</p> <p>i) Function with hands free for nursing care and transporting items</p> <p>j) Transport self and client without the use of electrical devices</p> <p>k) Flex, abduct and rotate all joints freely</p> <p>l) Respond rapidly to emergency situations</p> <p>m) Maneuver in small areas</p> <p>n) Perform daily care functions for the client</p> <p>o) Coordinate fine and gross motor hand movements to provide safe effective nursing care</p> <p>p) Calibrate/use equipment</p> | <p>q) Execute movement required to provide nursing care in all health care settings</p> <p>r) Perform CPR and physical assessment</p> <p>s) Operate a computer</p> <p>5) Professional Behavior</p> <p>a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</p> <p>b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</p> <p>c) Handle multiple tasks concurrently</p> <p>d) Perform safe, effective nursing care for clients in a caring context</p> <p>e) Understand and follow the policies and procedures of the College and clinical agencies</p> <p>f) Understand the consequences of violating the student code of conduct</p> <p>g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline</p> <p>h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing</p> <p>i) Not to pose a threat to self or others</p> <p>j) Function effectively in situations of uncertainty and stress inherent in providing nursing care</p> <p>k) Adapt to changing environments and situations</p> <p>l) Remain free of chemical dependency</p> <p>m) Report promptly to clinical and remain for 6-12 hours on the clinical unit</p> <p>n) Provide nursing care in an appropriate time frame</p> <p>o) Accepts responsibility, accountability, and ownership of one's actions</p> <p>p) Seek supervision/consultation in a timely manner</p> <p>q) Examine and modify one's own behavior when it interferes with nursing care or learning I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.</p> |
|---|---|

STUDENT ACKNOWLEDGEMENT

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.

I understand that Wallace Community 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.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the nursing program.

I understand that if I need accommodations, it is my responsibility to contact the appropriate College official. My request should be directed to Dr. Ryan Spry, (334) 556-2587.

Print Name: _____

_____ **Student Signature** _____ **Date** _____

ATI TEAS® Exam for Spring 2024
Wallace Community College Practical
Nursing Applicants

Applicants to the Practical Nursing program at Wallace Community College must submit scores received on the Test of Essential Academic Skills (ATI TEAS® or TEAS-V®). Applicants must pre-register and pay for testing through the vendor site to reserve a seat at their desired testing session. Although no minimum score is required, the score received on this test will count as a majority of points used in ranking applicants for admission selection (150 of 221 for PN). ATI TEAS® scores are valid for three years.

The ATI TEAS® measures basic essential skills in the academic content areas of reading, mathematics, science, and English and language usage. Students must create an account at www.atitesting.com to schedule a date for testing. All nursing applicants must include a copy of their ATI TEAS® score report in their nursing program application packet. Applications received without test scores will be considered ineligible for admission consideration and point ranking.

Guidelines for ATI TEAS® Testing:

- ATI TEAS® test administration at WCC will be computerized (four-option, multiple choice)
- Total time available to test: 209 minutes (3 hours and 29 minutes)
- Number of Test Questions: 170
- Points Possible: 150
 - **Reading:** 58 minutes/ 48 questions
 - **Math:** 51 minutes/ 34 questions
 - **Science:** 66 minutes/ 54 questions
 - **English and language:** 34 minutes/ 34 questions

Accommodations for Students with Disabilities:

According to the U.S. Department of Education's Section 504 of the Rehabilitation Act of 1973, a student with a disability may be defined as any individual who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment

Any examinee who has a **documented** disability should contact Dr. Ryan Spry (Wallace Campus in Dothan) at 334-556-2587 or Ms. Terri Ricks Sparks Campus in Eufaula at 334-556-4270 **two weeks prior** to their registered testing date.

Preparing for the ATI TEAS®:

- The *Study Manual for the Test of Essential Academic Skills* is available for purchase at www.atitesting.com.
- The following items are also available for purchase at www.atitesting.com:
 - Learning strategies
 - ATI TEAS® Pre-Test Study Manual
 - ATI TEAS® online practice assessments
 - ATI TEAS® transcripts

Scoring on the ATI TEAS® is utilized in the nursing entry process as points based on the percentage score equivalent. The **Adjusted Individual Total** score percentage score is utilized in calculating the nurse entry admission process. If the **Adjusted Individual Total Score is 94%, this will be calculated as 94% of the total 150 questions or 141 admission points.** There is no minimum score required on the ATI TEAS®, but a higher score produces a higher point total for nursing entry. Total points possible for nursing entry: PN=221.

Cost of the ATI TEAS® test is \$87.00 to \$120.00 depending on selection of inperson testing or online testing.. This fee must be paid in advance online by debit or credit card at www.atitesting.com. **YOU MUST PRE-REGISTER WITH ATI TO SCHEDULE A TESTING SESSION—WCC DOES NOT SCHEDULE SEATS OR RECEIVE PAYMENT. DO NOT COME TO A TESTING SESSION IF YOU HAVE NOT ALREADY PRE-REGISTERED AND RECEIVED YOUR USER ID AND PASSWORD!**

Registering for the ATI TEAS®:

- Log on to www.atitesting.com
- Click on "Register for ATI TEAS®" at the bottom right corner of your screen.
- After completing the registration process, testers will be required to create a user account if they do not already have one prior to purchasing the test session. **REMEMBER YOUR USER ID AND PASSWORD—IT WILL BE REQUIRED AT TIME OF TESTING.**

Taking the ATI TEAS®:

- Arrive 30 minutes early to the test site—**NOTE: All ATI TEAS® sessions are scheduled for the Wallace Campus in Dothan.**
- Present one valid form of ID—must be a government-issued photo ID, i.e., Driver's License, Military ID, or Passport
- Provide ATI username and password www.atitesting.com assigned when registering/paying for the exam
- No calculators, cell phones, pagers, PDAs, CD players, MP3 players, IPODs or other electronic devices allowed during test
- Bring two or more #2 pencils—scratch paper will be provided by the testing center
- Schedule yourself for four hours to complete the exam
- **Late arrivals will not be allowed to test and will therefore forfeit the testing fee.**

Please Note:

- ATI assesses a \$30.00 fee to transfer an ATI TEAS® score to a location other than your original test site.
- **Missed exams are non-refundable; however, you may change a test date by contacting ATI at least 48 hours in advance of your originally scheduled testing date.**
- ATI TEAS® score is good for three years.
- ATI TEAS® may be repeated.
- **Proof of ATI TEAS® score must be attached to nursing applications.**

FOR TEST DATE AND TIME OPTIONS AVAILABLE AT WCC, VISIT www.atitesting.com. Dates and times for Dothan and Eufaula testing centers are available.