



## Wallace State Community College – Hanceville, AL Nursing Application Instructions

- STEP 1 Thoroughly read all instructions before submitting the online nursing application. Applications are open March 15<sup>th</sup> – May 15<sup>th</sup> for Fall semester and July 1<sup>st</sup> – October 1<sup>st</sup> for Spring semester.
- STEP 2 [Apply](#) to the current term at Wallace State Community College. You will receive a student number that begins with an “A.” Applicant must have an “active” student ID to access the nursing online application. Keep a copy of the acceptance email that lists your username and password. **If you experience any log-in issues, contact Lion Central at 256-352-8238 or IT Helpdesk at 256-352-7879 or [helpdesk@wallacestate.edu](mailto:helpdesk@wallacestate.edu).**
- STEP 3 Order OFFICIAL transcripts from each college you have attended and send them to Wallace State Community College Admissions Department.
- STEP 4 For your nursing application: upload unofficial transcriptions from each college you have attended -courses transferred from one college appearing on another college transcript are not accepted. You can print a Degree Works report from myWallace with the courses Wallace State has transferred in from other institutions attended. *If your Degree Works report does not show your courses, you can: wait for the Registrar’s Office to process your transcripts or upload your unofficial transcripts.*
- STEP 5 Upload your ACT score in your application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. If ordering your score report, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your ACT score and add it to your myWallace account. We will accept ACT superscores from ACT, but not manually calculated ACT superscores. ACT scores do not have an expiration date. SAT scores can be submitted and converted to an ACT score by your Success Advisor.
- STEP 6 Please have the following in PDF format for upload before starting your application:
- Unofficial transcripts from all colleges attended OR a complete Degree Works Report from myWallace
  - ACT score report - Please note that we will also accept your SAT score.
  - Exploring Nursing information session certificate for extra admission point
  - Valid healthcare certificate\*, license\*, or healthcare employee ID badge for extra admission points (\*MANDATORY for all Mobility applicants)
- STEP 7 If previously enrolled in a nursing program (other than WSCC), your previous program director must submit a Letter of Good Standing (LGS) on your behalf. LGS must be sent via email to: [deborah.hoover@wallacestate.edu](mailto:deborah.hoover@wallacestate.edu).
- STEP 8 Additional Steps for Joint Enrollment Applicants:
- **ONLY UAB/WSCC** applicants **MUST [apply](#)** as a student to UAB and notify Gail Holmes, UAB Undergraduate Program Manager (email: [gmholmes@uab.edu](mailto:gmholmes@uab.edu)) of your intent to apply to the UAB/WSCC Joint Enrollment program. Ms. Holmes will provide instructions on the UAB portion of the nursing application. UAB Joint Enrollment is separate from Wallace State Community College’s admission process.
  - **ONLY ATSU/WSCC** applicants **MUST [apply](#)** as a student to Athens State University. Athens State University Joint Enrollment is separate from Wallace State Community College’s admission process.
- STEP 9 Add [nursingapplicant@wallacestate.edu](mailto:nursingapplicant@wallacestate.edu) as a safe sender. All email communications concerning applications and decisions will come from that email address and need a response within 48 hours.  
**Please check your WSCC email routinely for any application notifications.**
- STEP 10 Meeting minimal requirements does not guarantee acceptance. Students are selected based on their application point ranking. All applicants will be notified of acceptance or non-acceptance to the nursing program by **EMAIL**. No information regarding individual admission status can be given via telephone or email. If accepted, you will receive an email with complete details regarding the required nursing orientation. Please see the dates listed below:

### SAVE THE DATE – Mandatory ORIENTATION Meetings

If accepted into the Fall 2024 Nursing Program, **MANDATORY** orientation dates are listed below:

- June 24th Virtual TEAMS Orientation (1 pm – 4 pm)
- June 25<sup>th</sup> or 26<sup>th</sup> On-Campus Orientation (8 am – 5 pm)
- TBD (before start of Fall class) On-Campus Boot Camp (8 am – 5 pm)

**There are no make-up dates for orientation, and certain items have time-specific deadlines. If you have a scheduling conflict, immediately contact [nursingapplicant@wallacestate.edu](mailto:nursingapplicant@wallacestate.edu) for more directions.**

**Accepted students are required to submit to drug screenings and background checks as well as mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing on the [Health Division webpage](#). More information will be provided at orientation.**

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- Directions to Access Degree Works for transcripts on file at WSCC
  - Click on myWallaceState from the WSCC Homepage.
  - Login using your student number (A number) and password
  - Click on Student, then Degree Works
  - Run the report and save to PDF for upload to your application.
- If your DW report does not show your courses and you have ordered the official transcript sent to WSCC, you can:
  1. Wait for the Registrar's Office to process the incoming official transcript (wait time 2-6 weeks). You will need to continue to check your DW report and submit your application with the updated report before the deadline.
  2. Obtain unofficial transcripts from your former colleges and upload the reports to the online application.
- Directions to Access Test Scores on file at WSCC
  - Click on myWallaceState from the WSCC Homepage
  - Login using your student number (A number) and password
  - Click on Student, then Student Services, and finally Student Profile
  - On the left-hand side of the screen, click on Prior Education and Testing
  - Testing scores will show on the right-hand side of the screen under the TESTING block.
  - Print screen to PDF for upload to the online application. Documentation must include your name and scores must be visible.
- Your Wallace State username and password can be found in your acceptance letter emailed from Wallace Admissions; it should look like this:



Dear Student,

The Wallace State Office of Admissions & Records has reviewed your application for admission and is pleased to inform you that you have been accepted to Wallace State Community College. Congratulations and Welcome to the Pride!

Look for your Welcome Packet to arrive in the mail soon.

Meanwhile, your A# (student number) is listed below along with your official college email address.

**Your Wallace State Student Number (A#) is: A00000000**

You will need your A# to log into your MyWallaceState Account and Blackboard.

**Your Wallace State Email Address is: [A00000000@wallacestate.edu](mailto:A00000000@wallacestate.edu)**

Your college email is the official communication method for the college.

**To Check your Wallace State Email:**

Log into your email on [office.com](http://office.com) using your Wallace State email address (listed above) and password. You can also go to [www.wallacestate.edu](http://www.wallacestate.edu) and click on Office365 at the top of the webpage.

Your password will be the default password, which is IACCS followed by your 6-digit date of birth, example !ACCS061804 (this would be your email password if you were born on June 18, 2004).

**Password: !ACCSMDDYY**

**Note:** The first time you login to your email account, you will be asked to authenticate your email address. You can download the provided Microsoft Authenticator to complete the process, OR you can select to choose an alternate method to verify your method and have an authentication code sent to your phone or personal email address. If you are using a shared device, do not download the authenticator app; use the alternate method.

Unable to access your email account? Contact [helpdesk@wallacestate.edu](mailto:helpdesk@wallacestate.edu) or 256-352-7879, and include your name, student number, Wallace State email address, and a description of the problem.

If easier, you may chose to forward this email address to your personal email. Search online for directions.

If you have questions about your admissions or registration status, please visit Lion Central in the lobby of the Bailey Center, call [256-352-8236](tel:256-352-8236), or email [admissions@wallacestate.edu](mailto:admissions@wallacestate.edu).

If you experience technical difficulties, please contact [helpdesk@wallacestate.edu](mailto:helpdesk@wallacestate.edu) or 256-352-7879 and include:

- Your name
- Student A number
- Wallace State email address
- Description of the program/screen shot of error message.

If you have questions about transcripts, contact [admissions@wallacestate.edu](mailto:admissions@wallacestate.edu)

If you have questions about advising, contact Lion Central at 256-352-8236 or email [advising@wallacestate.edu](mailto:advising@wallacestate.edu).

**NON-DISCRIMINATION POLICY**

It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.