



# Instructions for Completing the Online Health Application for: 2018 Child Development

## Wallace State Community College (WSCC) – Hanceville

Application Link will be open from: Aug. 1 thru Nov. 1 for Spring Entry.

Applications received after November 1st will be considered on a space available basis.

### WSCC ADMISSION CRITERIA

Applicant must meet the following admission criteria:

- Apply to WSCC Admissions, be unconditionally admitted to the college and must be in good standing with the college.
- Submit to WSCC Admissions Official college transcripts from each college previously attended
- Submit to WSCC Admissions highest official ACT composite score or Accuplacer scores (see program requirements)
- If seeking Financial Aid, complete the FAFSA application ([www.fafsa.gov](http://www.fafsa.gov)), School Code: 007871.
- Submit the online health division application and deliver Verification Sheet (page 2) with all required attachments by deadline of **November 1**.

### CHILD DEVELOPMENT requirements:

- Students can apply to the program before completion of the general education courses.
- Students must have completed a **minimum of five CHD courses** with a grade of C or better to apply.
- Possess a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
- Submit COMPASS/ACCUPLACER scores for reading, writing, and math.
- Schedule an interview with the Child Development Program Director prior to the semester you wish to enroll.

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### GENERAL INSTRUCTIONS

All information must be included in your application and submitted with your Verification Sheet (page 2) to be considered complete. Any missing documentation may result in your application not being considered. Information will NOT be accepted via fax or email – Applications must be submitted online. The Verification Sheet (page 2), along with all attachments, must be delivered in person or received by mail on or before the deadline date of **November 1**. To ensure receipt, please send completed packet by certified mail.

You should retain copies of your completed application packet. Information will not be released from application packets. You will be notified by mail of your acceptance or non-acceptance to the health program after the deadline date. No information regarding individual admission status will be given via telephone; do not call Admissions or the program to obtain your status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for view online at [www.wallacestate.edu](http://www.wallacestate.edu).

### INFORMATION NEEDED TO COMPLETE THE ONLINE APPLICATION

For best results, do not attempt to complete the online application until you have fully read and understand the following instructions. Once you start the application, you must finish it in one sitting. You will have one opportunity to open the link and complete the application on your computer. Completion of the online application may take 30 to 60 minutes, dependent on your preparation.

Specific information that you will need before starting your online application:

- A valid WSCC Student ID that begins with “W”.
- Unofficial copies of **most current** college transcripts from **each** college previously attended. (College name must be on transcript). If no college attended, High School transcripts are required. WSCC Admissions office CANNOT PRINT transcripts from other colleges.
- Submit documentation of Accuplacer scores for reading, writing, and math or highest ACT Composite score.
- **Complete the Verification Sheet** (page 2) by typing your information prior to opening the online application.



### VERIFICATION SHEET REQUIRED ATTACHMENTS

The Verification Sheet (page 2), in addition to your online application, must be submitted with the following items attached by the deadline **June 1<sup>st</sup>** for your application to be complete.

- Copy of **most current** unofficial college transcripts from **each** college previously attended – no exceptions. **The college’s name must print on each transcript. Highlight in yellow the required general courses.** WSCC Admissions office CANNOT PRINT transcripts from other colleges.
- Copy of ACT composite or Accuplacer scores (*scores printed from Degree Works will be accepted for Wallace State–Hanceville students*)

**NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file prior to application deadline. The application packet must include all information listed above at the time it is submitted.**

*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*



# VERIFICATION SHEET - CHD

For each program you are applying, a typed Verification Sheet with the required program attachments and an Online Application must be submitted by the **November 1** deadline. Mailing address, email, and phone must be current in order to receive correspondence. Applications will not be accepted by email or fax.

WSSC Student # \_\_\_\_\_

Student Name: *First* \_\_\_\_\_ *Middle* \_\_\_\_\_ *Last* \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Primary Phone (Area Code): \_\_\_\_\_

High/Home School Name: \_\_\_\_\_

High/Home School Graduation: \_\_\_\_\_ mm/yyyy Date GED Completed: \_\_\_\_\_

Currently Enrolled at: \_\_\_\_\_

1<sup>st</sup> College Attended: \_\_\_\_\_ 3<sup>rd</sup> College Attended: \_\_\_\_\_

2<sup>nd</sup> College Attended: \_\_\_\_\_ Other Colleges attended: \_\_\_\_\_

Other Programs applying to: \_\_\_\_\_

ACT Composite Score: \_\_\_\_\_ Date of scheduled test (mm/dd/yyyy): \_\_\_\_\_

Or Accuplacer scores: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_ Date of test (mm/dd/yyyy): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Phone (area code): \_\_\_\_\_

Relationship: \_\_\_\_\_

**Students can apply to the program before completion of the general education courses.**  
*Note: General Studies Majors may register for CHD courses with \* for Financial Aid coverage.*  
**Enter grade for each course completed. Insert below the letter grade (A, B, C, D, F, IP-currently taking, or N-not taken).**

Course	Letter Grade	Course completed at:	Course	Letter Grade	Course completed at:
CHD 100			CHD 205*		
CHD 201*			CHD 206*		
CHD 202*			CHD 208		
CHD 203*			CHD 209*		
CHD 204*			CHD 210		

**Attach to this verification sheet the following items, place a check mark in the box(s) to indicate item is attached:**

Attach most current unofficial transcripts from each college attended (College name must be on transcript). **Highlight in yellow the required courses completed.** WSSC Admissions office CANNOT PRINT transcripts from other colleges. Wallace State transcripts can be printed from your MyWallaceState account. Other unofficial college transcripts must be included with this form.

Attach Accuplacer scores for reading, writing, and math or highest ACT Composite score. (scores printed from Degree Works will be accepted for Wallace State Hanceville students)

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- Mark career path seeking:**
- AAS Degree – 5 semesters. Students must have completed a **minimum of five CHD courses** with a grade of C or better to apply.
  - AS Degree – 5 semesters. Recommended for students who wish to pursue a Bachelor’s degree in Early Childhood Education at Athens State.
  - Certificate – 3 semesters.
  - Short Certificate – 1 semester for each option. Options: Infant/Toddler, Preschool/Family Child Care, Child Development, and Early Childhood Education
  - CDA – 1-2 semesters.

**NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file. The application packet must include all information listed above at the time it is submitted.**

\_\_\_\_ (Student’s Initials): **I understand that meeting minimal requirements does not in itself guarantee admission in the program. I acknowledge that I have reviewed and agree to the WSSC Health Division Background Policy and WSSC Health Division Drug Screening policy. I acknowledge that the information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.** Submit Date: \_\_\_\_\_ (mm/dd/yyyy)

Once the above information is filled out completely and all required attachments are gathered, continue to the online application:

Link to Online Application: <https://www.surveymonkey.com/r/CHD2018>

**Send completed Verification sheet and all Attachments to:**

<p><b>Deliver to:</b> <b>OR</b></p> <p>Tom Bevell Bldg, 1<sup>st</sup> Floor Debra Young, Office 102</p>	<p><b>Mail to:</b></p> <p>WSSC Health Application Attn: Debra Young (#52) P. O. Box 2000 Hanceville, AL 35077-2000</p>	<p><b>For official use only:</b></p> <p>Date Application Received _____ Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Application Reviewer’s Initials: _____ Additional documentation required _____</p>
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