



# Instructions for Completing Online Nursing Application Wallace State Community College (WSCC) – Hanceville

## ACCREDITATION

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Wallace State Community College's nursing programs are approved by the:

Alabama Board of Nursing (ABN)

P.O. Box 303900, Montgomery, AL 36130 • 800-656-5318 • [www.abn.state.al.us](http://www.abn.state.al.us)

Wallace State Community College's nursing programs are accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 • 404-975-5000 • [www.acenursing.org](http://www.acenursing.org)

## DATES APPLICATIONS ACCEPTED

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### Associate Degree Nursing (RN) and Practical Nursing (LPN)

Nursing Application Link will be open for submissions on the following dates:

- July 1 thru September 1 for Spring Entry
- March 15 thru May 15 for Fall Entry

**Transfer** (Students currently enrolled in a nursing program, not pre-nursing and wish to transfer directly into the WSCC nursing program)

Nursing Application Link will be open for submissions on the following dates:

- October 15 thru November 15 for Spring Entry
- March 15 thru April 15 for Summer Entry
- June 15 thru July 15 for Fall Entry

## ADMISSION CRITERIA

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**Nursing Applicant must meet the following admission criteria:**

- Be unconditionally admitted to the College.
- Be in good standing with the College.
- Completed nursing application and supporting documentation by posted deadline.
- Obtain a minimum of 18 ACT composite score National or Residual.
- Maintain a grade of "C" or better in ALL general education and nursing courses. A minimum grade of 75 constitutes a "C" in nursing courses.
- Achieve a minimum of 2.0 GPA cumulative at current native institution or cumulative 2.0 in institution from which student is transferring to be eligible.
- Achieve a minimum of 2.5 GPA for nursing required academic core courses.
- Achieve a minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meet the essential functions for nursing, present clear background check and drug screen.
- Be eligible for ENG 101 and MTH 100.

## GENERAL INSTRUCTIONS

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**All information MUST be included in your online application and submitted with your Verification Sheet (page 3) to be 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, along with all attachments, must be delivered in person or via mail by the published deadline date.

You should retain copies of your completed application packet. Information will not be released from previous application packets for future applications.

You will be notified by mail of your acceptance or non-acceptance to the nursing program. All letters will be mailed on the same date. No information regarding individual admission status will be given via telephone; please do not call Admissions or the Nursing department to obtain your status.

Upon acceptance into the nursing program, all nursing students are required to submit to drug screenings and background checks per the instruction of the Department of Nursing Education.

Drug Testing Policy and Background Check Policy are available for viewing online at [www.wallacestate.edu](http://www.wallacestate.edu).

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**For the best results, please do not attempt to complete your application until you have fully read and understand the below 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.

Refer to [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing), Advising tab, for current information on the WSCC Nursing Program.

## **INFORMATION NEEDED TO COMPLETE APPLICATION**

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The application will require specific information, please have this available prior to opening the link.

### **Specific information that you will need before starting your application:**

- A valid WSCC Student ID that begins with "W".
- Current mailing address (must be current in order to receive correspondence from WSCC Nursing)
- Current email address, home phone, and cell phone.
- Unofficial copies of all college transcripts from each college previously attended.  
**You can submit unofficial Wallace State transcripts printed from your MyWallaceState account. WSCC Admissions office CANNOT PRINT transcripts from other colleges. You must attach all college transcripts from ALL colleges attended. Your major does not need to be changed to Nursing - we will take care of that step.**
- Official college transcripts from each college previously attended must be on file at WSCC Admissions.
- List highest ACT score. **All applicants** must have a minimum ACT score of 18.  
– **There are absolutely no exceptions to the ACT requirement – We do not accept TEAS.**
- List high school graduation year, high school name or GED date if applicable.
- List all college co-requisite courses completed along with course grade, semester and year completed.
- If previously enrolled in a nursing program, list the name of the college, semester and year attended, reason for leaving and all grades received.
  - **Failure to disclose that you were previously enrolled in a nursing program may jeopardize your acceptance in the WSCC nursing program.**
- If previously enrolled in a nursing program, your prior nursing program director must submit a Letter of Good Standing (LGS) on your behalf. LGS must be sent to: Deborah Hoover, Director of Nursing, via email at [deborah.hoover@wallacestate.edu](mailto:deborah.hoover@wallacestate.edu).

## **VERIFICATION SHEET REQUIRED ATTACHMENTS**

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Please complete the Verification Sheet, found on page 3 of these instructions, prior to opening the online application. Use the information you listed on your Verification Sheet to complete the online application.

**The Verification Sheet (page 3), in addition to your online application, must be submitted with the following items attached and submitted by the published deadline for your application to be complete:**

### **Required Attachments to the Verification Sheet (page 3)**

- Copies of all college transcripts (unofficial transcripts will be accepted) from each college previously attended – no exceptions. **Please highlight in yellow all nursing co-requisite courses completed and any nursing courses completed or withdrawn from.** The college's name must appear on each transcript. Degree Works will be accepted for Wallace State – Hanceville students.
- Copy of ACT score (proof on Degree Works will be accepted for Wallace State – Hanceville students).
- Copy of front and back of active LPN licensure (if applicable).
- If previously enrolled in a nursing program, your prior nursing program director must submit a Letter of Good Standing (LGS) on your behalf. LGS must be sent to: Deborah Hoover, Director of Nursing, via email at [deborah.hoover@wallacestate.edu](mailto:deborah.hoover@wallacestate.edu).
  - **Failure to disclose on online application that you were previously enrolled in a nursing program may jeopardize your acceptance in the WSCC nursing program.**
- Do not include any other information not expressly requested, i.e. CPR card, physical forms, immunization records, letters of recommendation, etc. These items will not be retained nor returned to you.

NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file. If application packet does not include all information listed above at the time it is submitted to the Nursing department, it may not be considered.

**Mail Verification Sheet with attachments to: WSCC Nursing Application – Box #58, P.O. Box 2000, Hanceville, AL 35077**

### **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.

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# VERIFICATION SHEET

This Verification Sheet, in addition to your online application, must be submitted with required attachments and submitted by the published deadline for your application to be complete. See page 2 for Required Attachments to the Verification Sheet. Applications will not be accepted by email or fax.

**Mail this completed form with required attachments to: WSCC Nursing App. - Jennifer Dunkle-Box #58, P.O. Box 2000, Hanceville, AL 35077**

Student W# \_\_\_\_\_ Student Name: \_\_\_\_\_ Program:  ADN  TRANSFER)  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Preferred Email: \_\_\_\_\_ Blackboard ID: \_\_\_\_\_ (WSCC students only)  
 Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

Course	Letter Grade	Semester/Year	College Where Course Was Completed
ACT Score		(Minimum ACT score of 18 is required for your application to be valid)	
ORI 110			
MTH 098			
MTH 100			
Higher Math Course #			(Please note that Math 116 IS NOT a higher math)
BIO 201			
BIO 202			
BIO 220			
ENG 101			
SPH 106/107			
PSY 210			
ART/HUM			(Foreign Language is not considered a Humanity at WSCC)

High School Graduation Month/Year: \_\_\_\_\_ High School Name: \_\_\_\_\_  
 Date GED Completed: \_\_\_\_\_  
 Currently Enrolled at this College: \_\_\_\_\_  
 • Prior College #1: \_\_\_\_\_  
 • Prior College #2: \_\_\_\_\_  
 • Prior College #3: \_\_\_\_\_  
 • Prior College #4: \_\_\_\_\_  
 • Prior College #5: \_\_\_\_\_  
 1<sup>st</sup> Degree/Certificate Awarded: \_\_\_\_\_  
 Institution Awarding Degree/Cert.: \_\_\_\_\_  
 2<sup>nd</sup> Degree/Certificate Awarded: \_\_\_\_\_  
 Institution Awarding Degree/Cert.: \_\_\_\_\_  
 3<sup>rd</sup> Degree/Certificate Awarded: \_\_\_\_\_  
 Institution Awarding Degree/Cert.: \_\_\_\_\_  
**PRIOR NURSING PROGRAM COLLEGE** \_\_\_\_\_  
 Reason for leaving above nursing program: \_\_\_\_\_

Failure to disclose that you were previously enrolled in a nursing program may jeopardize your acceptance in the WSCC nursing program.

\_\_\_\_\_ Please initial here if you have NEVER been enrolled in a nursing program.

Course	Grade	Sem./Year	Course	Grade	Sem./Year	Student Comments
NUR 102			NUR 200			<div style="background-color: yellow; padding: 5px;">                     _____ (Student's Initials): By submitting this application I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.                 </div> Comments:
NUR 103			NUR 201			
NUR 104			NUR 202			
NUR 105			NUR 203			
NUR 106			NUR 204			
NUR 107			NUR 209			
NUR 108			NUR 211			
NUR 109			NUR 221			
NUR 112						
NUR 113						
NUR 114						
NUR 115						

PLEASE NOTE: Admissions office cannot print transcripts from other colleges (page 26 #5 of 2016/2017 College Catalog). You can submit unofficial Wallace State transcripts printed from your MyWallaceState account for your Wallace transcript. All other unofficial college transcripts must be included with this form. Your major listed in admissions does NOT have to be changed to Nursing to put in your application. **BASEWA`af` UZS`Wlagd` Sad**

**Attach to verification sheet the following items:**

- All transcripts from all colleges you have attended (College name MUST be on transcript)
- Copy of ACT score.

If previously enrolled in a nursing program, your prior nursing program director must submit a Letter of Good Standing (LGS) on your behalf, via email. LGS must be sent to: Deborah Hoover, Director of Nursing, via email at [deborah.hoover@wallacestate.edu](mailto:deborah.hoover@wallacestate.edu). (WSCC prior nursing students and Licensed LPN's are exempt from this requirement)

Course Points –	Grade of A=3	B=2	C=1	CLEP=2				
Points for ENG 101	Points for BIO 201	Points for BIO 202	Points for MTH	Total Points Course Points	10 points if Never enrolled in a Nursing	ACT Score	Total Points	
+	+	+	=	+		+	=	

**Continue to next page for the online application link**

WSCC Nursing Application must be completed online at the link listed below:



You will have one opportunity to open the link and complete the application on your computer.

**For the best results, please do not attempt to complete your application until you have fully read and understand the above 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.

Please remember to mail the completed Verification Form along with required attachments by the posted deadline. Applications will not be accepted by email or fax.

Mail Verification Form to:

WSCC Nursing Application - Jennifer Dunkle-Box #58, P.O. Box 2000, Hanceville, AL 35077

Link to Application: <http://www.surveymonkey.com/r/2BRQTP3>