



WALLACE STATE COMMUNITY COLLEGE

Human Services Department

Program Application Checklist

Prior to APPLICATION to the program, the following must be completed:

Submit to the Admissions Office

- WSCC application
- Official transcripts from all colleges previously attended
- Proof of high school graduation (transcripts) or GED certificate

Submit a complete* program application packet to the Human Services Program Director that includes:

- Human Services program application to include completion of the 12 hours of observation
- Copies of high school or college transcripts
- Documentation of 12 hours of observation in a Human Services Agency
- Verification of clear background screening (www.wallacestate.edu – click on programs, then click on health division, select Background Check to order your background screening, follow instructions carefully).

Readmission to Program

Students who do not enroll in Human Services coursework for 12 months (or more) or who are dismissed from the program **must** apply for program readmission. **Students will not be allowed to register for HUS courses until all readmission requirements are met to include:**

- Application for readmission submitted to HUS program director.
- Attend student orientation session.
- Successfully complete background screening.
- Successfully complete drug screening (contact program director for approved drug testing vendor).

*All information must be included for this packet to be complete. Any piece of missing documentation will result in the application not being considered for admission. Information will not be accepted via fax - it must be delivered in person or via mail by the deadline date.

YOU SHOULD RETAIN COPIES OF THE APPLICATION PACKET YOU SUBMIT. If you reapply in the future, information will not be released from previous application packet.

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 Human Services Department, it will be rejected.

You will be notified by mail if you are accepted into the program. As no information regarding individual admission status will be given via telephone, please do not call the Admissions or the Human Services Department to obtain your status. Letters will also be sent to individuals who are not accepted into the program.



HUMAN SERVICES PROGRAM APPLICATION

Students will be accepted until June 15, October 15, and April 15. Applications received after these dates will be considered on a space available basis.

Please check below the completion program for which you are applying:

- Alcohol and Drug Counseling
- Mental Health Technician
- Social Work
- Gerontology

Applying for **readmission** to the program, please indicate: ____ Yes ____ No

Date: _____

Name: _____
(Last) (First) (Middle/Maiden)

Social Security No. _____

Present Address: _____
(city) (state) (zip)

Home Phone: () _____

Work Phone: () _____

Permanent Address: _____
(city) (state) (zip)

Cell Phone: () _____

Birthdate: _____ Place of Birth _____

Sex: _____ Marital Status: S M E-Mail Address: _____

Notify in an Emergency: _____ Relationship: _____ Phone: () _____

Previous Education: (High School and/or College)

<u>School</u>	<u>City/State</u>	<u>Diploma or Degree</u>	<u>Date</u>

If you are applying to other allied health or nursing programs, please list your order of preference for admission.

1. _____ 2. _____ 3. _____

The following must be attached or the application will not be considered for admission:

1. Documentation of 12 hours of observation in a Human Services Agency
2. Copies of high school or college transcripts
3. Verification of clear background screening
4. Verification of drug screening (**if readmission**)

Student Signature

Mail completed application to:
Human Services Department Program Director
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000

For official use only:
Date Received: _____
Official Initials: _____
Application Complete? ____ Yes ____ No
Additional documentation required: _____



CLINICAL EXPERIENCE DOCUMENTATION FORM
HUMAN SERVICES PROGRAM
WALLACE STATE COMMUNITY COLLEGE-HANCEVILLE

Name of Applicant _____ Social Security No. _____

The Human Services program requires that applicants complete a total of 12 quality hours in a Human Services agency. Quality experience means actual time spent observing patient care, not time spent observing department "down time". Credit should not be given for anything outside of patient care activities (i.e., lunch, secretarial duties, videos, etc.)

Hours of observation may be performed under the guidance of a licensed social worker, licensed counselor, licensed psychologist, certified case manager, certified addiction counselor, or A.A.S. Human Services Graduate who is currently employed by a Human Services Agency

DAY	STARTING TIME HR MIN AM/PM	ENDING TIME HR MIN AM/PM	# of Hours	Name of Facility	Location (City, State)	Telephone Number	Printed Name of Supervisor and Title
/	:	:					
/	:	:					
/	:	:					
/	:	:					
/	:	:					
/	:	:					
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_____ TOTAL DAYS TOTAL HOURS _____ (This form may be reproduced as necessary to document hours of observation)

I certify that the hours listed above were performed by me. I understand that the WSCC Admissions Committee will verify this document for authenticity and realize that falsification of this document will result in my application to the Human Services Program being withdrawn from consideration.

Student Signature

Date