2020 Spring
WSCC Nursing
Orientation Packet
Student to retain for reference
Nursing Mission Statement

The mission of the Wallace State Department of Nursing is to promote standards of excellence in nursing education through student-centered learning while emphasizing integrity, compassion, resourcefulness, and diversity. The Department of Nursing Education will inspire a culture of possibility and produce graduates who are dedicated and exceptional healthcare providers committed to transforming the lives of patients, families, and the community.

Nursing Vision Statement

The Wallace State Community College Department of Nursing Education will be an internationally recognized center of excellence in nursing education. The Wallace State Community College Department of Nursing Education will produce the next generation of nurses empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment.
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## Department of Nursing Education

### Instructor’s Office Phone Extensions

(Off Campus – Dial 256-352-Phone Ext.)

Email – firstname.lastname@wallacestate.edu

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Hoover</td>
<td>Program Director</td>
<td>8411</td>
</tr>
<tr>
<td>Jennifer Dunkle</td>
<td>Administrative Assistant</td>
<td>8411</td>
</tr>
<tr>
<td>Mechelle Baker</td>
<td>Secretary / CastleBranch</td>
<td>8199</td>
</tr>
<tr>
<td>Susan Copeland</td>
<td>Clinical Coordinator</td>
<td>7869</td>
</tr>
<tr>
<td>Tara Richard</td>
<td>NUR 112 Instructor</td>
<td>8070</td>
</tr>
<tr>
<td>Leah Gann</td>
<td>NUR 112/113 Instructor</td>
<td>8024</td>
</tr>
<tr>
<td>Meredith Hiatt</td>
<td>NUR 112/115/221 Instructor</td>
<td>7855</td>
</tr>
<tr>
<td>Alicia Standridge</td>
<td>NUR 112/113/114 Instructor</td>
<td>8203</td>
</tr>
<tr>
<td>Diane Wilhite</td>
<td>NUR 113/114/209 Instructor</td>
<td>8200</td>
</tr>
<tr>
<td>Laura Brock</td>
<td>NUR 113/209 Instructor</td>
<td>7870</td>
</tr>
<tr>
<td>Kelley Walker</td>
<td>NUR 113/114 Instructor</td>
<td>8201</td>
</tr>
<tr>
<td>Amy Burtram</td>
<td>NUR 115/211/221 Instructor</td>
<td>8062</td>
</tr>
<tr>
<td>Heather Ashley</td>
<td>NUR 114/211 Instructor</td>
<td>7834</td>
</tr>
<tr>
<td>Shea Mobley</td>
<td>NUR 114/211 Instructor</td>
<td>8068</td>
</tr>
<tr>
<td>Katie Roper</td>
<td>NUR 114/211 Instructor</td>
<td>8194</td>
</tr>
<tr>
<td>Tiffanie Doyle</td>
<td>Simulation and Skills Lab Technician / CastleBranch</td>
<td>7868</td>
</tr>
<tr>
<td>Sara Tidwell</td>
<td>Simulation Director / CastleBranch Coordinator</td>
<td>8198</td>
</tr>
</tbody>
</table>

### LINKS

- Wallace State Community College (WSCC) Website: [http://www.wallacestate.edu/](http://www.wallacestate.edu/)
- WSCC Nursing Website: [http://www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing)
- WSCC Facebook Page: [https://www.facebook.com/WSNursing](https://www.facebook.com/WSNursing)
- WSCC Nursing Pinning: [https://www.youtube.com/watch?v=6-YVBa0bC7Y](https://www.youtube.com/watch?v=6-YVBa0bC7Y)
- CastleBranch: [https://wallacestate.castlebranch.com](https://wallacestate.castlebranch.com)
- WSCC Health Division Physical Exam Form: [http://www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing)
WSCC DNE 2020 Spring Important Dates

College will be CLOSED on the following dates:
- Wednesday, January 1, 2020 – New Year’s Holiday
- Monday, January 20, 2020 – Martin Luther King, Jr. Holiday
- Monday-Friday, March 23-27, 2020 – Spring Break
- Friday, April 10, 2020 – Good Friday

NO CLASSES on the following dates:
- Monday, February 17, 2020 – Local Professional Development

Priority Online Registration begins for 2020 Spring Semester, per the schedule below:
*Priority Registration Schedule: Registration opens each day at 8:00 a.m.
45+ Earned WSCC Hours ..................... Early Registration Begins, Tuesday, November 19, 2020
30+ Earned WSCC Hours ..................... Early Registration Begins, Wednesday, November 20, 2020
15+ Earned WSCC Hours ..................... Early Registration Begins, Thursday, November 21, 2020
All Other Students ................................. Early Registration Begins, Friday, November 22, 2020

January 6, 2020 – 8 AM – 3 PM - 1st day of class
Report to assigned classroom - Signs will be posted

January 10, 2020 – 8 AM – 3 PM - Student Boot Camp
Nursing Bldg. Conference Center, lower level

December 18, 2019 – Bookstore Charges – Accounts will be open for charges at the WSCC Barnes & Noble Bookstore.

January 2 – January 10 – Tuition and Fees Due Daily (100% balance due for Traditional Payment; 1st Payment Deadline for Payment Plan. Failure to pay the first installment of the Payment Plan will result in assessment of $50 late fee.)

January 3, 2020 – Deadline for Background Check to be returned as clear and to order Uniform.

January 12, 2020 – 2:00 PM Family Welcome – Held in CNS Bldg. Conference Center, lower level – Optional – Please RSVP to Mechelle Baker (256-352-8199 or Mechelle.baker@wallacestate.edu) the number of family members attending.

January 17, 2020 – Pell Grant and Loan Balance Checks – (With no holds, will begin mailing)

January 15, 2020 – Deadline to have Physical Exam and Immunizations (including flu) uploaded and approved to CastleBranch.

January 21, 2020 – Deadline WSCC Badge and Car Tag – Mandatory – Obtain nursing badge at Bailey Bldg., 1st Floor Must have name badge form to get nursing badge – form will be available on January 6th during class – if misplaced see Mechelle Baker at Nursing reception desk.

February 3, 2020 – Deadline to beginning wearing your WSCC Nursing Uniform.

March 9, 2020 – Deadline to have CPR card uploaded and approved to CastleBranch.

March 19, 2020 - 60% date to withdraw without incurring overpayment charges.
## WSCC Nursing Curriculum Hours
*(Spring 2020 - Subject to Change)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hrs</th>
<th>Lab Hrs</th>
<th>Clinical Hrs</th>
<th>Simulation Hrs</th>
<th>Precept Hrs</th>
<th>Clinical Prep Hrs</th>
<th>Other Hrs</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>N112</td>
<td>60</td>
<td>90</td>
<td>26</td>
<td>4</td>
<td>1</td>
<td>14*</td>
<td></td>
<td>SWELL &amp; KidCheck</td>
</tr>
<tr>
<td>N113</td>
<td>60</td>
<td>45</td>
<td>90*</td>
<td>34</td>
<td>5</td>
<td>6**</td>
<td></td>
<td>MedSurg 72 Peds 18 Case Study / PeriOp Role Play/ATI Real Live CF</td>
</tr>
<tr>
<td>N114</td>
<td>75</td>
<td>123*</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MedSurg 87 OB 18 Psych 18</td>
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<tr>
<td>N115</td>
<td>15</td>
<td>4</td>
<td>36</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td>Celebrate</td>
</tr>
<tr>
<td>N209</td>
<td>90</td>
<td>45</td>
<td>106*</td>
<td>23</td>
<td>6</td>
<td></td>
<td></td>
<td>MedSurg 56 Peds 14 OB 16 Psych 20</td>
</tr>
<tr>
<td>N211</td>
<td>60</td>
<td>121*</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Critical Care 81 Peds 16 OB 12 Psych 12</td>
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<tr>
<td>N221</td>
<td>45</td>
<td>4</td>
<td>170</td>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td>Career Fair/Interview/Network lunch/ATI Real Life Scenarios</td>
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</tbody>
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## Traditional ADN and PN Nursing Curriculum
### Wallace State Community College – Hanceville

### 1st Semester (Academics listed this semester must be taken with or before NUR 112)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201 Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>MTH 100 Intermediate College Algebra</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ORI 110* Freshman Seminar</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>NUR 112 Fundamentals of Nursing</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>7</td>
<td>13</td>
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</tbody>
</table>

**First Semester Total**: 11 3 1 15 22

### 2nd Semester (Academics listed this semester must be taken with or before NUR 113)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
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<tr>
<td>BIO 202 Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>PSY 210 Human Growth and Development</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 113 Nursing Concepts I</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>8</td>
<td>16</td>
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</tbody>
</table>

**Second Semester Total**: 13 2 3 18 27

### 3rd Semester (Academic listed this semester must be taken with or before NUR 114/115)

(Students are eligible to sit for NCLEX-PN at the completion of the 3rd term)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106 or 107 Fundamentals of Oral Communication OR Fundamentals of Public Speaking</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 114** Nursing Concepts II</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 115** Evidence Based Clinical Reasoning</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>4</td>
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</table>

**Third Semester Total**: 9 0 4 13 21

### 4th Semester (Academic listed this semester must be taken with or before NUR 211)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>BIO 220 General Microbiology</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NUR 211 Advanced Nursing Concepts</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>7</td>
<td>13</td>
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</table>

**Fourth Semester Total**: 6 2 3 11 19

### 5th Semester (Academic listed this semester must be taken with or before NUR 221)

(Students are eligible to sit for NCLEX-RN at the completion of the 5th semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 101 Introduction to Humanities</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 221 Advanced Based Clinical Reasoning</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td>7</td>
<td>15</td>
</tr>
</tbody>
</table>

**Fifth Semester Totals**: 6 0 4 10 18

* Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

** Students are permitted to split NUR 114 and NUR 115 over two semesters.

### ADN Program Totals:
- Total Credit Hours: 67
- Total Contact Hours: 1605 (107 hrs x 15 weeks)
- General Education Hours: 28 (41.8%)
- Nursing Hours: 39 (58.2%)

### PN Program Totals:
- Total Credit Hours: 46
- Total Contact Hours: 1050 (70 hrs x 15 weeks)
- General Education Hours: 21 (45.7%)
- Nursing Hours: 25 (54.3%)

### Nursing courses offered in the following semesters:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING</td>
<td>112, 113, 211, 221</td>
</tr>
<tr>
<td>SUMMER</td>
<td>113, 114, 115, 221</td>
</tr>
<tr>
<td>FALL</td>
<td>112, 114, 115, 211</td>
</tr>
</tbody>
</table>

### Applicant must also meet the following admission criteria:
- Be unconditionally admitted to the college.
- Student must be in good standing with the college.
- Receipt of complete nursing application by posted deadline.
- 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.
- 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 to apply for a nursing program.
- A minimum of 2.5 GPA for nursing required academic core courses.
- 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.
- Eligible for ENG 101 and MTH 100.
## 2020 SPRING - NUR 112 Block Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 112 (CRN 20206) Fundamentals of Nursing</td>
<td><strong>NUR 112</strong> Class Room 337 8:00-11:00</td>
<td><strong>NUR 112</strong> Class Room 337 8:00 – 11:00</td>
<td><strong>NUR 112</strong> Class Room 337 8:00 – 11:00</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 112 (CRN 20207) Fundamentals of Nursing</td>
<td><strong>NUR 112</strong> Class Room TBA 8:00-12:00</td>
<td><strong>NUR 112</strong> Room 337 12:00 – 3:00</td>
<td><strong>NUR 112</strong> Room 337 12:00 – 3:00</td>
<td></td>
</tr>
</tbody>
</table>

Please note: If you are unable to register for one of these blocks it means that the block is full and you must register for the remaining block. No overrides will be given.

This page is more detailed than the nursing schedule appears in the WSCC schedule of classes; therefore, please keep this page handy at all times for the first few weeks of class in order to be in the right place at the right time.

**Do not delay in registering for CPR courses – Classes will fill fast. Be cognizant of your deadline. Failure to obtain CPR certification before clinicals will result in a Clinical Warning.**

### CPR Courses @ Hanceville Campus

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Course Name</th>
<th>CR</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20272</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC 112</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 1/10/20 from 9 a.m. – 2 p.m.</td>
<td>See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20276</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC 112</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 1/17/20 from 9 a.m. – 2 p.m.</td>
<td>See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20278</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC 112</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 1/24/20 from 9 a.m. – 2 p.m.</td>
<td>See Blackboard for required submission prior to 01/13/20.</td>
<td></td>
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</table>

### CPR Courses @ Oneonta Campus

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Course Name</th>
<th>CR</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20270</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>TBA</td>
<td>ONE2 141</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 1/10/20 from 9 a.m. – 2 p.m. at Oneonta Campus. See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20271</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>TBA</td>
<td>ONE2 141</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 1/17/20 from 9 a.m. – 2 p.m. at Oneonta Campus. See Blackboard for required submission prior to 1/13/20.</td>
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### CPR Courses Through Continuing Education @ Hanceville Campus

Visit [http://www.wallacestate.edu/WTS](http://www.wallacestate.edu/WTS) to register and view updates and changes.

Call 256.352.7811 or email workforce@wallacestate.edu.

American Heart Association Basic Life Support for Healthcare Providers: CPR for adults, children or infants; training on how to use an AED and relief for choking adult, child or infant.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>126</td>
<td>Jan. 25</td>
<td>8 am – 12 pm</td>
<td>Sat.</td>
<td>WC 113</td>
<td>Satterfield</td>
<td>$75.00</td>
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<tr>
<td>127</td>
<td>Feb. 29</td>
<td>8 am – 12 pm</td>
<td>Sat.</td>
<td>WC 113</td>
<td>Satterfield</td>
<td>$75.00</td>
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<tr>
<td>128</td>
<td>March 28</td>
<td>8 am – 12 pm</td>
<td>Sat.</td>
<td>WC 113</td>
<td>Satterfield</td>
<td>$75.00</td>
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</table>
## WSCC Department of Nursing
## Estimated Traditional Nursing Fees
### (Subject to Change)

<table>
<thead>
<tr>
<th>First Term</th>
<th>Credit Hours</th>
<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201 Human Anatomy and Physiology I</td>
<td>4</td>
<td>$640.00</td>
</tr>
<tr>
<td>MTH 100 Intermediate College Algebra</td>
<td>3</td>
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<td>NUR 112 Fundamentals of Nursing</td>
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<td>NUR 112 Digital Textbook Bundle</td>
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<td>$510.00</td>
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<tr>
<td>NUR 112 Lab Pack</td>
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<td>$90.00</td>
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<td>Immunization Tracker and Background Check</td>
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<tr>
<td>Uniforms/Scrubs -Three sets @ $80.00</td>
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<td>Supplies, i.e., stethoscope, BP cuff, clipboard, penlight, etc.</td>
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<tr>
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<td>$635.00</td>
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<table>
<thead>
<tr>
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<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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</tr>
<tr>
<td>BIO 202 Human Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>PSY 210 Human Growth and Development</td>
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<tr>
<td>NUR 113 Nursing Concepts I</td>
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<td>$14.50</td>
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<tr>
<td>Drug Testing</td>
<td></td>
<td>$22.50</td>
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<tr>
<td>ATI Testing Fee</td>
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<td>$340.00</td>
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<th>Third Term</th>
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</tr>
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<tr>
<td>SPH 106 or 107 Fundamentals of Oral Communication or Fundamentals of Public Speaking</td>
<td>3</td>
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<tr>
<td>NUR 114 Nursing Concepts II</td>
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<tr>
<td>NUR 115 Evidence Based Clinical Reasoning</td>
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<tr>
<td>Drug Testing</td>
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<td>$22.50</td>
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<td><strong>Third Term Total</strong></td>
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## WSCC Department of Nursing
### Estimated Traditional Nursing Fees
(Subject to Change)

<table>
<thead>
<tr>
<th>Fourth Term</th>
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<th>Tuition/Fees</th>
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</thead>
<tbody>
<tr>
<td>BIO 220 General Microbiology</td>
<td>4</td>
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<tr>
<td>NUR 211 Advanced Nursing Concepts</td>
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</tr>
<tr>
<td>NUR 211 Nursing Concepts Subscription Extension</td>
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<td>Drug Testing</td>
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<table>
<thead>
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<td>NUR 221 Advanced Based Clinical Reasoning</td>
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<td>NUR 221 HESI Comp. Review / NCLEX-RN w/Access</td>
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</tr>
<tr>
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<td></td>
<td>$340.00</td>
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### Additional items due annually. Not covered in tuition charges. Prices are estimates only and are subject to change without notice.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>Annual Background Check – Annual update fee to initial background check</td>
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</tr>
<tr>
<td>Physical Exam - Subject to physician’s fee</td>
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</tr>
<tr>
<td>TB Skin Test - Subject to physician’s fee</td>
<td>$</td>
</tr>
<tr>
<td>Flu Immunization - Subject to physician’s fee</td>
<td>$</td>
</tr>
<tr>
<td>Health Insurance - Subject to individual insurance carrier</td>
<td>$</td>
</tr>
<tr>
<td>Academic textbooks are additional</td>
<td>$</td>
</tr>
<tr>
<td>All textbooks and resources are subject to sales tax</td>
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</tr>
</tbody>
</table>
Wallace State Community College  
Health Science Division  
Background Check Policy

Education of Health Science Division students at Wallace State Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate’s patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

Guidelines for Background Check On Health Profession Students

I. Persons to be Tested

Any student who is accepted into any Health Program at Wallace State Community College will be required to undergo a background check.

II. Types of Background Checks

Students shall received notification of the requirement for the background check prior to admission and upon admission to a health care program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
• **Professional License/Certification Verification**
• **Personal References/Interviews**
• **Seven Year Criminal Search** reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.

• **Most Wanted List**
• **National Criminal Database Searches**, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.

• **Adult and Child Abuse/Neglect Registries**
• **National Sex Offender/Predator Registry Search** which includes a search of the state or county repository for known sexual offenders.

• **Misconduct Registry Search**
• **Office of the Inspector General (OIG) List of Excluded Individuals/Entities** which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.

• **General Services Administration (GSA) Excluded Parties List Service** identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.

• **Executive Order 13224 Terrorism Sanctions Regulations**
• **Government Suspect /Watch List**
• **Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN)** which includes individuals associated with terrorism and Narcotics Trafficking.

• **FACIS Database Searches** includes OIG, GSA, OFAC and other sources.
• **National Healthcare Data Bank Search and Sanction Report** may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.

• **Fingerprinting and the National Criminal Information Center** which may reveal National Wants and Warrants information

• **International Criminal**
• **Applicable State Exclusion List**
• **Any Other Public Record**

### III. Consent

Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the vendor conducting the background check. If the student is under eighteen (18) years of age, the student’s parent or guardian must sign the consent form in addition to the student.
IV. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks or Background check Updates performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

Students with completed background checks transferring to or starting another healthcare program with uninterrupted time may be allowed to conduct a **background check update**.

Students enrolled in programs which last longer than one calendar year must have a **background check update** beginning the fall semester of the second year.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed without the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.

Some clinical affiliates may require an additional background check to fulfill requirements above those required by this procedure. If required, the expense of additional background checks will be the responsibility of the student.

V. Results

Results of the background check will be sent to the health care program director. Designees at the clinical affiliate will be provided with a copy, if requested, of negative results for students assigned to that agency.

The student with a positive background check will be informed of the results by the healthcare program designee and/or background check vendor. The student will be provided with a copy of the background check if the results are positive. No copy will be provided to the student if results are negative.

Students with a positive background check will be denied assignment to a clinical facility pending resolution of the background check finding. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which
could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program advisor as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Any offenses resulting in an arrest which occurs after an initial background check must be reported to the program director within 72 hours of the arrest and a background check update will be necessary for continuation in a health program.
Wallace State Community College  
Health Science Division  
Policy on Drug and Alcohol Testing of Students  
Enrolled in Health Programs

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on any property owned, leased, or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of health profession students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect, to the extent reasonably possible, the agency’s patient due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised, and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health profession programs at the college. Any student enrolling in a health profession program will be required to submit to such testing.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS

I. PERSONS TO BE TESTED

Any student who is accepted into any health program at Wallace State Community College-Hanceville will be required to submit to annual drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college-authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.

B. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the health science program will require a student to submit to a screening for drugs and alcohol, which will be conducted at the college’s expense when there is
reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student’s normal behavior, or erratic behavior, absenteeism, tardiness, dishonesty, or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol- or drug-related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

If a clinical agency staff member, student, or college faculty member observes such behavior, it should be immediately reported to the department chair/program director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the affected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The program director, Dean of Health Sciences, Vice President of Students, or designee of the President will then make an immediate determination if there is reasonable suspicion to screen the student. If the decision is made to screen the student, the Dean of Health Sciences or a designee of the President will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student’s failure to consent to the screening will result in immediate termination from the Health Science program.
III. DRUGS TO BE TESTED

All students will be tested for alcohol and the following ten (10) drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone metabolites, oxycodone, opiates, methamphetamines, and propoxyphene. Testing for additional substances may occur based on clinical affiliation agreement requirements.

IV. CONSENT TO DRUG TESTING

A. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director of the health program.

B. The signed consent form will be maintained in the student permanent record. A copy of the consent form will be maintained with the program director.

C. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experiences and objectives of the program. Refusal to submit to drug testing will result in dismissal from the health program and will cause the student to be ineligible for admission to any program in the Health Science Division offered at Wallace State Community College.

V. SPECIMEN COLLECTION

A. The collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.

B. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

C. When the student arrives at the collection site, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.

D. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.

E. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.
F. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or to be admitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office.

VI. DRUG TESTING LABORATORY

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college-approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college’s guidelines. Costs of testing at alternate sites above the college’s fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.

VII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

VIII. REPORTING OF DRUG TEST RESULTS

A. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State Community College refuses to accept any test result that does not meet the requirements of the policy and guidelines.
B. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.

C. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. Positive Test

A student with a positive drug test will be dismissed from the health program. A grade of “F” will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against reenrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President of Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

B. Refusal to Test

A student’s refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of “F” will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. PUBLICATION OF POLICY

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

Revised (12/7/10)
This form is to be completed in its entirety by a physician, certified nurse practitioner or physician assistant. Physical exam results must be current within one year of any clinical experience.

### Student To Return Completed ORIGINAL Form To Program Designee.

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<th>Student Name (Please Print)</th>
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<table>
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<tr>
<th>Student Program of Study:</th>
<th>WSCC Student No:</th>
<th>Student Phone:</th>
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1. For each of the requirements listed below, please indicate whether the student is able to perform the task by checking the appropriate box.

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<th>Essential Function</th>
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<th>If no, please comment</th>
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<tr>
<td>Lifting</td>
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<tr>
<td>Carrying</td>
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<tr>
<td>Dexterity</td>
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<tr>
<td>Grasping</td>
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<tr>
<td>Hearing</td>
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<tr>
<td>Repetitive Motions</td>
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<tr>
<td>Acuity</td>
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</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Based on findings in the examination, is the student able to participate in all activities required in the indicated health education program?  
   [ ] Yes  [ ] No

3. Please identify any restrictions limiting the student’s participation in the indicated health education program.  
   [ ] No Restrictions limiting the student’s participation in the indicated health education program.  
   [ ] Yes there are Restrictions limiting the student’s participation in the indicated health education program as listed below.
Health Division - Physical Examination Form
Wallace State Community College – Hanceville, AL

Student Name (Please Print) ___________________________ Date: ____________

Student Program of Study: ___________________________ WSCC Student No: A

Student Email Address: ___________________________ Student Phone: ____________

4. Is this student free of infectious disease? ☐ Yes ☐ No

5. Two Step Tuberculin Skin Test - Mantoux Required Upon Admission to Program. Annual 1 step thereafter. Negative T-Spot, Negative IGRA or Negative QuantiFERON Gold Blood test accepted in lieu of either the two step or 1 step.

NOTE – Initial Test must be read within 48-72 hours and 2nd test must be administered 10-14 days after the initial test. 1 step TB skin test sufficient if student has had a TB skin test within the past year (student must provide copy of previous skin test results).

<table>
<thead>
<tr>
<th>Initial TB Skin Test</th>
<th>Second TB Skin Test (If indicated -see note above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Given</td>
<td>Date Given</td>
</tr>
<tr>
<td>Date Read</td>
<td>Date Read</td>
</tr>
<tr>
<td>Results</td>
<td>Results</td>
</tr>
<tr>
<td>Negative _________ mm</td>
<td>Negative _________ mm</td>
</tr>
<tr>
<td>Positive __________ mm</td>
<td>Positive __________ mm</td>
</tr>
<tr>
<td>Results read by:</td>
<td>Results read by:</td>
</tr>
<tr>
<td></td>
<td>(Chest x-ray and report are required if positive)</td>
</tr>
</tbody>
</table>

6. Immunizations - Due to clinical agency requirements, immunization history must be complete. The healthcare provider should review immunization record.

Documentation and/or Lab Values (IgG) indicating immunity for the following immunizations MUST BE REVIEWED
Pregnant or lactating females should consult with their provider on immunization completion.

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Required Immunization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>Must present documentation of at least two, out of three, of the initial series prior to beginning clinical or present lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Tetanus - TDAP</td>
<td>Tetanus must be current within 10 years. Must have documentation of one TDAP as an adult.</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Must present documentation of two (2) immunizations or lab data (titer) indicating adequate immunity. Stating “History of Disease” will not be accepted.</td>
</tr>
<tr>
<td>Flu Vaccine</td>
<td>Flu vaccine months October – March. Date dependent on Health Program. DO NOT GET FLU MIST.</td>
</tr>
</tbody>
</table>

General Comments: ____________________________________________________________

Student To Return Completed ORIGINAL Form To Program Designee.

To my knowledge, the information I have supplied on this health form is accurate and complete:

Signature of Physician/Nurse Practitioner ___________________________ Date ____________

Print Name of Physician/Nurse Practitioner ___________________________ Address ___________________________

Office Phone Number ___________________________ City, State, Zip ___________________________
The Alabama 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 by the Alabama 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:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   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
   b) Work effectively in groups
c) Work effectively independently
d) Discern and interpret nonverbal communication
e) Express one's ideas and feelings clearly
f) Communicate with others accurately in a timely manner
g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write and comprehend the English language
   b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives

4) Motor Function
   a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
   b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   c) Maintain balance from any position
   d) Stand on both legs
   e) Coordinate hand/eye movements
   f) Push/pull heavy objects without injury to client, self or others
   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
   h) Walk without a cane, walker or crutches
   i) Function with hands free for nursing care and transporting items
   j) Transport self and client without the use of electrical devices
   k) Flex, abduct and rotate all joints freely
   l) Respond rapidly to emergency situations
   m) Maneuver in small areas
   n) Perform daily care functions for the client
   o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
   p) Calibrate/use equipment
   q) Execute movement required to provide nursing care in all health care settings
   r) Perform CPR and physical assessment
   s) Operate a computer

5) Professional Behavior
   a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
   c) Handle multiple tasks concurrently
   d) Perform safe, effective nursing care for clients in a caring context
   e) Understand and follow the policies and procedures of the College and clinical agencies
   f) Understand the consequences of violating the student code of conduct
   g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
   i) Not to pose a threat to self or others
   j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
k) Adapt to changing environments and situations
l) Remain free of chemical dependency
m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
n) Provide nursing care in an appropriate time frame
o) Accepts responsibility, accountability, and ownership of one's actions
p) Seek supervision/consultation in a timely manner
q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective 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. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Lisa Smith, Wallace State Community College, lisa.smith@wallacestate.edu or 256.352.8052.
Welcome to myCB

To place your order go to:

wallacestate.castlebranch.com

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

Please have ready personal identifying information needed for security purposes. The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com
Welcome to myCB!

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

✔ View your order results
✔ Upload and store important documents and records
✔ Manage requirements specific to your programs
✔ Place additional orders as needed.
✔ Complete tasks as directed to meet deadlines

To place an order, go to mycb.castlebranch.com

In the “Place Order” field, enter the following package code specific to your organization:

WP88 – Background Check & Compliance Tracker
WP88bg – Background Check
WP88im – Compliance Tracker
WP88re – Background Check Recheck

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email
Monday-Thursday 8:00 a.m.-08:00 p.m. & Friday 8:00 a.m.- 6:30 p.m. & Sunday 10:00 a.m.- 6:30 p.m.
888-914-7279 or servicedesk.cu@castlebranch.com
## CastleBranch Required Documentation

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measles (Rubeola), Mumps, &amp; Rubella</strong></td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td>2 vaccinations <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>Positive antibody titer (lab report or physician verification of results required)</td>
</tr>
<tr>
<td></td>
<td>If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.</td>
</tr>
<tr>
<td></td>
<td>If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer).</td>
</tr>
<tr>
<td><strong>Varicella (Chicken Pox)</strong></td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td>2 vaccinations <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>Positive antibody titer (lab report or physician verification of results required)</td>
</tr>
<tr>
<td></td>
<td>If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.</td>
</tr>
<tr>
<td></td>
<td>If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer).</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td>3 vaccinations <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>Positive antibody titer (lab report or physician verification of results required)</td>
</tr>
<tr>
<td></td>
<td>If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.</td>
</tr>
<tr>
<td></td>
<td>If your titer was negative or equivocal, new alerts will be created for you to repeat the series.</td>
</tr>
</tbody>
</table>
### CastleBranch Required Documentation

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Tuberculosis (TB)**       | One of the following completed within the past 12 months is required:  
                                | 2 step TB skin test (administered 1-3 weeks apart) **OR**  
                                | 2 TB skin Tests (administered within the last 12 months) **OR**  
                                | Quantiferon Gold blood test (lab report required) **OR**  
                                | T-Spot blood test (lab report required) **OR**  
                                | IGRA blood test (lab report required) **OR**  
                                | If positive results, submit a clear chest x-ray (lab report required) from within the past 2 years.  
                                | The renewal date will be set for 1 year for negative testing and 2 years for clear chest x-rays.  
                                | Upon renewal, one of the following is required:  
                                | 1 step TB skin test  
                                | If more than 12 months have passed since the previous TB skin test, then you MUST submit either 2 step TB skin test (administered 1-3 weeks apart) **OR** 2 TB skin Tests (administered within the last 12 months) **OR**  
                                | Quantiferon Gold blood test (lab report required) **OR**  
                                | T-Spot blood test (lab report required) **OR**  
                                | IGRA blood test (lab report required) **OR**  
                                | If positive results, submit a clear chest x-ray (lab report required) from within the past 2 years. |
| **Tetanus, Diphtheria & Pertussis (Tdap)** | Submit documentation of a Tetanus, Diphtheria & Pertussis (Tdap) vaccination, administered within the past 10 years.  
<pre><code>                            | The renewal date will be set for 10 years from the date administered. |
</code></pre>
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Influenza (Flu)</strong></td>
<td>Submit documentation of a flu vaccine administered during the current flu season (August-May). The renewal date will be set for 1 year. If for any reason you need to submit a declination, you MUST contact the school compliance coordinator for further discussion and documentation. If a declination is accepted, the student's ability to complete required clinical hours for their course may be affected. If a declination is submitted to this requirement, it will be rejected, and you MUST see the school compliance coordinator for approval.</td>
</tr>
<tr>
<td><strong>CPR Certification</strong></td>
<td>One of the following is required: American Heart Association BLS Provider course OR American Red Cross BLS for Healthcare Providers The front and back of the card must be submitted at the same time. eCard is also acceptable. Temporary approval will be granted for 30 days with the submission of either a certificate of completion, or letter stating course completion from the provider. A new requirement will be created for you to upload your certification card within 30 days. The renewal date will be set based on the expiration of your certification.</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>One of the following is required: Current health insurance card Both sides of your Health Insurance card must be submitted for approval. OR Proof of coverage. If the name on the insurance card does not match the name on file, submit proof of coverage from your provider showing that you are covered under the insurance policy. The renewal date will be set for one year from the date of upload. Monthly Insurance is also acceptable.</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Physical Examination</strong></td>
<td>Download, print, complete, and re-submit the attached Physical Exam form. Documentation must be completed within the past 6 months and signed by a medical professional. Boxes for questions 2, 3, and 4 must be checked. If any limitations are present your physical exam requirement will be rejected by CastleBranch and you MUST see the school compliance coordinator for approval to replace: The renewal date will be set for 1 year from the date of the exam.</td>
</tr>
<tr>
<td><strong>HIPAA Policy</strong></td>
<td>Download, print &amp; complete/sign the HIPAA Policy form and upload to this requirement.</td>
</tr>
<tr>
<td><strong>Background Check Consent and Release Form</strong></td>
<td>Download, print &amp; complete/sign the Background Check Consent and Release Form and upload to this requirement. If you are under the age of 18 the Parent’s/Legal Guardian’s section of the form must also be completed.</td>
</tr>
<tr>
<td><strong>Health Science Division Academic Integrity Policy</strong></td>
<td>Download, print &amp; complete/sign the Health Science Division Academic Integrity Policy form and upload to this requirement.</td>
</tr>
<tr>
<td><strong>Photo Release</strong></td>
<td>Download, print &amp; complete/sign the Photo Release and upload to this requirement. If you are under the age of 18 the Parent’s/Legal Guardian’s section of the form must also be completed.</td>
</tr>
<tr>
<td><strong>Acknowledgment of Receipt of Drug and Alcohol Testing Policy</strong></td>
<td>Download, print &amp; complete/sign the Acknowledgment of Receipt of Drug and Alcohol Testing Policy form and upload to this requirement.</td>
</tr>
</tbody>
</table>
# CastleBranch Required Documentation

<table>
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<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acknowledgment of Receipt of Background Check Policy</strong></td>
<td>Download, print &amp; complete/sign the Acknowledgment of Receipt of Background Check Policy form and upload to this requirement. If you are under the age of 18 the Parent’s/Legal Guardian’s section of the form must also be completed.</td>
</tr>
<tr>
<td><strong>Professional Code of Conduct Acknowledgment and Consent</strong></td>
<td>Download, print &amp; complete/sign the Professional Code of Conduct Acknowledgment and Consent and upload to this requirement.</td>
</tr>
<tr>
<td><strong>Health Science Division Student Disclosure Statement</strong></td>
<td>Download, print &amp; complete/sign the Health Science Division Student Disclosure Statement form and upload to this requirement.</td>
</tr>
<tr>
<td><strong>Clinical Absence Form</strong></td>
<td>Please download and confirm receipt of the attached Clinical Absence Form. A clinical absence form must be submitted to your clinical coordinator within 24 hours of clinical absence and you are required to contact the clinical coordinator and clinical faculty as soon as you know you will be absent from a clinical rotation.</td>
</tr>
<tr>
<td><strong>Release to Return to School-Clinical/Lab</strong></td>
<td>Please download and confirm receipt of the attached Release to Return to School-Clinical/Lab. You are required to upload a release to return to school-clinical/lab form after illness, surgery and during/after pregnancy. For pregnancy only the document must be signed by an OB provider. This is required each semester during pregnancy and after delivery.</td>
</tr>
</tbody>
</table>
Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University’s resources

Submitting Through myCB

- Click To-Do Lists within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click Browse next to Your Computer or Flash Drive
- Select file(s) needed, one at a time
- Hit Submit

Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click Remove Document and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.
CastleBranch App
CastleBranch Helpful Tips

• Deadlines are NOT to have documents uploaded—they are dates for documents to be reviewed AND cleared.

• It may take up to 2 weeks for approval.

• Always search for CB tutorials if you have questions, or call CastleBranch or use their chat feature for questions.

• Should you not get your question resolved reach out to Mechelle Baker, Tiffanie Doyle or Sara Tidwell.

Disciplinary Action if Deadline is Missed

• Failure to complete all requirements by the deadline will result in initiating the disciplinary process with a clinical warning, an assignment and inability to attend clinical rotations.
CastleBranch Example of a rejection:

CastleBranch Tutorials for students on almost every question they might have:

Clinical Requirements WP88 Due: 09/09/2019

Need help completing your requirements? CLICK HERE for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? CLICK HERE to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply CLICK HERE.
What is a Direct Loan?
- Direct Loans are federal student loans to help students cover the cost of higher education while enrolled at least 6 credit hours in a degree program at 2 and 4 year colleges.

What types of Direct Loans are available?
- There are 3 types of Direct Loans: Subsidized, Unsubsidized, and PLUS. You must fill out a FAFSA application each school year to determine what type of Direct Loan you are eligible for.

What is a Subsidized Direct Loan?
- A subsidized direct loan is available to students who demonstrate a financial need. The U.S. Department of Education pays the interest on a Subsidized Student Loan while you’re enrolled at least half-time. Current interest rate is 4.29%.

What is an Unsubsidized Direct Loan?
- An unsubsidized direct loan is a loan that must be repaid with interest. It is for undergraduate and graduate students. The student is responsible for all interest that accrues on the loan. You must be enrolled in at least 6 credit hours to be eligible to receive the student loan; 6 contact hours if in a certificate program. Financial need is not required and the interest rate is 4.29%.

What is a Direct PLUS Loan?
- A plus loan is for parents of dependent undergraduate students. To be eligible, the student must be enrolled at least half-time. A students parents’ credit is checked and eligibility is based on approval of the credit check. The maximum amount a parent can borrow is the cost of attendance minus any other financial aid the student receives.

Common Direct Loan Terms you should become familiar with:

Consolidation— The process of combining one or more loans into a single new loan.

Cost of Attendance (COA)- The total cost to attend school for the academic year.

Default— Failure to repay a loan according to the terms agreed to. For the direct loan program, your loan is in default if you fail to make a payment for 270 days, if you repay monthly (or 330 days, if your payments are due less frequently). Your lender is required to report the default to at least one national credit bureau.

Deferment— Allows you to temporarily stop making payments on your federal student loans. You are not charged interest on subsidized loans during deferment. Interest will continue to be charged on your unsubsidized loans and PLUS loans.

Delinquency— you become delinquent on a loan if you don’t make a payment when due. Your lender is required to report the delinquency to at least one national credit bureau.

Entrance Counseling— Federal regulations require that you, as a first-time student loan borrower, complete an counseling session. Counseling is designed to inform you of important information you should know before you borrow a loan. The online counseling session contains the most current information and should be referred to in addition to this document.

Exit Counseling- If you graduate, withdraw or drop below half-time registration status, and you have borrowed a Federal Direct student loan, you must complete the Exit Loan Counseling requirement. This is an opportunity for your lender to remind you of your rights and responsibilities as a student loan borrower. In turn, you must provide your lender with certain information about your plans after you leave school (for example, your current address, your expected employer, two personal references, etc.). You can complete this at www.nslds.ed.gov.

Expected Family Contribution (EFC)- Your EFC is the number that’s used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your Student Aid Report (SAR).

Forbearance—Allows you to temporarily stop making payments or reduce your federal student loans’ monthly payment. Interest will continue to be charged on your subsidized, unsubsidized, and PLUS loans.

Grace Period—A period of time that generally begins on the day after a borrower graduates, leaves school, or drops below half-time enrollment and ends on the day before the repayment period begins. A borrower is not required to make payments during the grace period.

Loan Fee (Origination Fee)- A charge that occurs each time money is disbursed (paid out) to the borrower. The loan fee is charged as a percentage of the disbursement (gross), and reduces the actual amount received (net).

Loan Servicers— A company that collects payments on a loan, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a loan on behalf of a loan holder.

Master Promissory Note (MPN)- A binding legal document in which you promise to repay your loans and any accrued interest and fees. It also explains the terms and conditions of your loans. An MPN can be used to make one or more loans for one or more academic years, for up to 10 years, except in certain circumstances.

National Student Loan Data System (NSLDS)- the central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other federal student aid programs.

Repayment— To pay back money you borrowed by making scheduled payments to a loan servicer.
**Be a responsible borrower.**

⇒ Keep track of how much you’re borrowing. Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it’s important not to borrow more than you need for your school-related expenses.

⇒ **Research starting salaries in your field.** Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate. You can use the U.S. Bureau of Labor Statistics *Occupational Outlook Handbook* (www.bls.gov/ooh) to estimate salaries for different careers or research employment opportunities advertised in the area where you plan to live to get an idea of a local starting salary. You also can use the Department of Labor’s career search tool to research careers and view the average annual salary for each career.

⇒ Understand the terms of your loan and keep copies of your loan documents. When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don’t complete your education, can’t get a job after you complete the program, or you didn’t like the education you received.

⇒ **Make payments on time.** You are required to make payments on time even if you don’t receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.

⇒ **Keep in touch with your loan servicer.** Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you’re having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing.

**Who is my loan servicer?**

Visit the National Student Loan Data System (NSLDS) (www.nslds.ed.gov) to view information about all of the federal student loans you have received and to find contact information for the loan servicer or lender for your loans. You will need your Federal Student Aid User ID and password to access your information.

<table>
<thead>
<tr>
<th>Direct Loan Servicer</th>
<th>Website Address</th>
<th>Customer Service Telephone Number</th>
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</thead>
<tbody>
<tr>
<td>Aspire Resources Inc.</td>
<td><a href="http://www.aspireresourcesinc.com">www.aspireresourcesinc.com</a></td>
<td>1-855-475-3335</td>
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<tr>
<td>CornerStone</td>
<td><a href="http://www.mycornerstoneloan.org">www.mycornerstoneloan.org</a></td>
<td>1-800-663-1662</td>
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<td>COSTEP</td>
<td><a href="https://costep.myedloan.com">https://costep.myedloan.com</a></td>
<td>1-877-292-8639</td>
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<tr>
<td>Direct Loan Servicing Center (ACS)</td>
<td><a href="http://www.directstudentloanprocessing.com">www.directstudentloanprocessing.com</a></td>
<td>1-800-848-0979</td>
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<td>EDGECation Loans</td>
<td><a href="https://edgecationloans.myedloan.com">https://edgecationloans.myedloan.com</a></td>
<td>1-877-292-7470</td>
</tr>
<tr>
<td>EdManage</td>
<td><a href="https://edmanage.myedloan.com">https://edmanage.myedloan.com</a></td>
<td>1-855-479-0490</td>
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<td>ESA/Edfinancial</td>
<td><a href="http://www.edfinancial.com/DL">www.edfinancial.com/DL</a></td>
<td>1-855-337-6884</td>
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<td>FedLoan Servicing (PHEAA)</td>
<td><a href="http://www.myfedloan.org">www.myfedloan.org</a></td>
<td>1-800-699-2908</td>
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<td>Granite State – GSMR</td>
<td><a href="http://www.gsmr.org">www.gsmr.org</a></td>
<td>1-888-556-0022</td>
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<td>Great Lakes Educational Loan Services, Inc.</td>
<td><a href="http://www.mygreatlakes.org">www.mygreatlakes.org</a></td>
<td>1-800-236-4300</td>
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<td>KSA Servicing</td>
<td><a href="http://www.ksa.myedloan.com">www.ksa.myedloan.com</a></td>
<td>1-877-292-4825</td>
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<td><a href="http://www.mohela.com">www.mohela.com</a></td>
<td>1-888-866-4352</td>
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<td><a href="http://www.nelnet.com">www.nelnet.com</a></td>
<td>1-888-886-4722</td>
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<td>OSLA Servicing</td>
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<td>1-866-264-9762</td>
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<td>1-800-722-1300</td>
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<td>VSAC Federal Loans</td>
<td><a href="http://www.vsfederalloans.org">www.vsfederalloans.org</a></td>
<td>1-888-932-5626</td>
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*Provided by the Financial Aid Office at Wallace State Community College—Hanceville*
Satisfactory Academic Progress
(Implemented Academic Year 2013-2014)

W_______________ NAME:_______________________________________

Attempted Hrs.______ x Completion Rate for Program ____________ = Passing Rate_____

Cum GPA__________ Required GPA for number of hours attempted _____________

Credit hours to graduate in program _________ x 1.50   = ____________________________

Satisfactory Academic Progress (SAP) will be measured each term at Wallace State Community College according to the guidelines published by the U. S. Department of Education. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student’s responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their My Wallace State account for the latest information regarding their account. Financial aid status can be found under the financial aid tab. After accessing the financial aid tab, click financial status to view any warnings or suspension of financial aid.

GPA requirements for long-term certificate and degree seeking students

• If the student has attempted 1-21 hours they must maintain a 1.5 GPA.
• If the student has attempted 22-32 hours they must maintain a 1.75 GPA
• If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required by long-term certificate and degree seeking students

• If the student has attempted 1-21 hours they must maintain a 58% completion rate.
• If the student has attempted 22-32 hours they must maintain a 62% completion rate.
• If the student has attempted 33 or more hours they must maintain a 67% completion rate.

GPA requirements for short-term certificate (24-29 credit hours) students

• If the student has attempted 12 hours they must maintain a 1.5 GPA.
• If the student has attempted 24 hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students

• If the student has attempted 12… hours they must maintain a 58% completion rate.
• If the student has attempted 24… hours they must maintain a 67% completion rate.

Additional regulations

• Students are only allowed 150% of the programs length to complete the degree or certificate.
  o Example: General Studies is 64 credits. Students are allowed 150% or 96 attempted credits to complete the program successfully. If the student does not complete their program in the allotted timeframe their grant will be suspended. Every program is
different. Students should check the catalog or Degree Works for the number of hours required for completion of their program and multiply 1.5 x the number of hours for graduation = MAX timeframe on ATTEMPTED credit hours. Students who submit an appeal for MAX Timeframe MUST have completed a degree or certificate at WSCC or at another school. We cannot approve a SAP appeal for MAX if the student has not graduated from a certificate or degree program. If the student has graduated from a program, we can evaluate the appeal to determine if any hours can be excluded from the attempted hours that do not count in any way toward the new program of study to determine the number of hours of eligibility left in their current program.

- Transfer hours will be included in the calculation.
- All prior coursework at Wallace State is included in the SAP calculation.
- Transitional courses will be included in the calculation.
- If a student does not meet any of the requirements listed the student will be given one warning semester in which he will be eligible to receive aid. There is no warning period for MAX timeframe and that situation cannot be improved.
  
  - Example: New students who attend their first semester and do not meet the above criteria on GPA and completion rate will be given one warning semester to receive financial aid. Students who have attended multiple semesters in the past, who are already not meeting SAP are not given a warning semester as they have already received aid for one semester when they had not made SAP.
- After the warning semester the student must have the required GPA or completion rate to continue to receive financial aid assistance or financial aid will be suspended.
- If financial aid funds are suspended the student may file an appeal based on any mitigating circumstances that caused the student to be unsuccessful in their coursework.

**Financial Aid Appeal**

- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating Circumstances are those that are beyond the student’s control such as illness, death in the immediate family, divorce, etc.
- Students must submit the appeal form and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.
- The Financial Aid Committee will meet each term to review the Financial Aid Appeals.
- Students will be notified of the decision made by the committee by e-mail/letter.
- Students must follow the terms of their appeal if approved or their Financial Aid will be suspended.
- If a student is approved on a Financial Aid Appeal and fails to follow the terms of the appeal, a second appeal is not accepted. Students in this situation will not be eligible to receive aid until their progress is current by their own means.
- Students who have exceeded their 600% Pell Grant Lifetime Eligibility are not eligible to file an appeal to receive a Pell Grant. Their appeal will be considered for Direct Loans only.
- The only circumstances a student may file an appeal for MAX ATTEMPTED HOURS is if they have graduated from a program and wish to have us evaluate their transcript to see if any hours can be excluded that do not count in any way toward the current program of study. Only students who have completed a degree/certificate can be considered for an appeal on MAX.
- Students who owe back funds Pell Grant or Direct Loan funds from a prior term are cannot appeal repaying the funds.

Updated 4/6/16
**Business Hours**

**LION CENTRAL**  
Monday – Wednesday: 7:30 a.m. – 6:00 p.m.  
Thursday: 7:30 a.m. – 4:30 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.

**CASHIER**  
Monday – Wednesday: 7:30 a.m. – 6:00 p.m.  
Thursday: 7:30 a.m. – 4:30 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.

**BOOKSTORE**  
Monday – Thursday: 7:30 a.m. – 5:00 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.

**RECRUITING (Campus Tours)**  
Tuesdays: 9:00 a.m. and 1:00 p.m. (by appointment)  
Fridays: 9:00 a.m. (by appointment)

**CAREER SERVICES**  
Monday – Thursday: 7:30 a.m. – 4:30 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.  
(later by appointment)

**STUDENT SUPPORT SERVICES**  
Monday – Thursday: 8:00 a.m. – 4:30 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.

**TUTORING LAB**  
Monday – Thursday: 8:00 a.m. – 6:00 p.m.  
Friday: 8:00 a.m. – 2:00 p.m.

**ONEONTA CAMPUS**  
Monday – Thursday: 7:30 a.m. – 4:30 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.

**LIBRARY**  
Monday – Thursday: 7:30 a.m. – 9:00 p.m.  
Friday: 7:30 a.m. – 2:00 p.m.  
Saturday: 8:00 a.m. – 2:00 p.m.

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**Disclaimers/Policies**

**DISCLAIMER**

Information contained in this schedule is offered for planning purposes only and is subject to change. For the latest information, visit www.wallacestate.edu.

**ACCREDITATION**

Wallace State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Wallace State Community College.

**ADA ACCOMMODATIONS**

All students receiving services through the ADA Office need to make an appointment or stop by to discuss the classes and accommodations needed for Spring Semester. All students wanting to utilize their accommodation for priority registration must make the appointment and have documentation on file before Wednesday November 13, 2019. The WSCC ADA Office publishes a handbook outlining the policies and procedures required for acquiring academic accommodations. It is the student’s responsibility to make sure that each step is completed. For further information, contact Director of Special Populations, Lisa Smith on the 8th floor of the Bailey Building, 256.352.8052, or visit www.wallacestate.edu/mainmenu/current-students/ada/accommodations.html.

**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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**Having Problems with Blackboard? Call 256.352.8374**

Students may call for Blackboard assistance during business hours or visit learn.wallacestate.edu and click on “Blackboard Student Help” for online assistance.
Online Resources

**myWallaceState**

- **Register for and Drop/Add Classes.** Students can register online or drop a class via their myWallaceState account under the student tab. (See Page 4.)
- **Pay Tuition and Fees.** Registration is not complete until tuition and fees are paid in full. Mastercard, Discover, American Express and Visa are accepted. Payment by check is also available online.
- **Check Grades.** Students may access their grades at the conclusion of each semester.
- **View Documents.** Students may access their unofficial transcripts and degree plans.
- **Check Financial Aid Status.** Access your financial aid account. Also from the myWallaceState link on the Wallace State website homepage at www.wallacestate.edu:
  - **Check E-mail.** Student e-mail accounts are available to all students at no charge.
  - **Blackboard Log In.** Your myWallaceState ID is required to log in to access course materials and announcements.
  - **Manage Lion Card.** Manage your Lion Card funds online.
  - **Manage Lion Alert.** Lion Alert is WSCC’s emergency notification system.

**Wallace State Community College App**

- Search for **Wallace State Community College** on your Apple or Android device.
- **Download App** to access Blackboard, myWallaceState, WSCC Bookstore, a directory from which you can contact faculty/staff, campus map, calendar of events and more.

### Register Online

1. Visit www.wallacestate.edu. Click on myWallaceState. Login using your W# or Student Number beginning with an A (ex. A00099990). This A number is new as of Fall 2019. All students now have an A# that replaces the previous student number that began with a W. Your pin is your 6 digit date of birth (ex. Jan. 1, 1999 = 010199). Your social security number will not work as your log in credential.
2. After logging in you may be prompted to change your PIN for privacy and security. Please make note of your student number. You can find your A# after logging in by viewing your Student Records. It will be listed on the Holds or Transcripts screens. Click on the Student tab then the Registration Module.
3. Click on Proceed to the Registration Module. Select Prepare for Registration to check registration status for any holds.
4. Click on Register/Add/Drop Classes, Enter Course Reference Number (CRN) or search for course. Once schedule is complete click on Student tab, Student Account and then select Account Summary.
5. To complete registration, students should make payment in full or will be auto-enrolled in the Tuition Payment Plan.

**NOTE:** The days of the week in the schedule are indicated as follows: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday. For example a class with days listed as TR are held on Tuesday and Thursday.
Financial Aid

Students receiving financial aid should read the following information carefully:

Dropping a course prior to January 10, 2020, will result in a recalculation of a student’s federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculations could affect the amount of the financial aid award and may result in a balance owed to the college.

Dropping all classes prior to March 18, 2020, will result in a recalculation of federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation will be based on the number of days the student attended the class prior to dropping all classes. A student will likely owe a portion of financial aid back to Wallace state and/or the US Department of Education if all classes are dropped prior to March 18, 2020 or if the student quits attending classes prior to March 18, 2020.

APPLY EARLY — Students applying for financial aid should apply at least two (2) months before the next semester begins. Applying early will help ensure a timely response to federal guidelines and will allow for any unforeseen problems/situations that might occur. Applying early will also help the student avoid potential long lines or waits.

BOOKSTORE CHARGES
If Pell Awards exceed the amount of tuition and fees owed, students may charge books and supplies on their Pell accounts at the WSCC Bookstore. These accounts will be open for charges Wednesday, December 18, 2019.

DISTANCE EDUCATION students are responsible for logging in and meeting orientation requirements for all Blackboard, Internet, and video classes. Pell funds will not be distributed until attendance is verified.

BALANCE CHECKS
Per federal guidelines, attendance must be verified before balance checks can be mailed.

Students who have not been electronically verified as attending their classes by their instructors will not be able to see their Financial Aid funds on their MyWallaceState account for that class that has not been confirmed as attending. As more classes are verified, more funds will be added to the student account balance that can be seen on MyWallaceState student account.

PLEASE NOTE: Students in DISTANCE EDUCATION courses are responsible for logging in and meeting orientation requirements for all on-line and video classes. Pell and loan funds will not be mailed until attendance is verified. Pell Grant and Loan balance checks, with no holds, will begin mailing Friday, January 17, 2020. If you are registered in classes that begin later than January 17, 2020, your balance check will be mailed at a later date. You must attend classes prior to any funds being mailed for a particular class. Withdrawal from all classes after receiving balance checks will result in Pell overpayment and future Pell payments for WSCC or any other college will cease until the overpayment is repaid.

Classes with No Attendance Verification: Students utilizing federal financial aid who do not show attendance for 1 or more classes may have registration removed from the classes lacking attendance verification. Students will need instructor permission to re enroll in classes that were removed for no attendance verification.

Students can check their attendance verification on their MyWallaceState account under the Student tab.

INSTITUTIONAL SCHOLARSHIP recipients must complete a 2019-2020 FAFSA prior to enrollment being completed. Scholarships cannot be added to the student account until the FAFSA is received.

REMEMBER
Students must re-file for Pell Grants for every academic year (Fall – Summer). The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.gov. Students applying for 2019-2020 (fall 2019, spring 2020, summer 2020) Pell Grants must complete the forms with 2017 tax data. It is the student’s responsibility to provide any additional information requested by the Financial Aid Office. The Grant cannot be awarded until the student’s file is complete.

**Priority Deadline for spring 2020 Financial Aid is November 1, 2019.

Completed Financial Aid paperwork must be submitted to the Financial Aid Office and Admission requirements (ID, residency, transcripts, etc.) by the deadline of November 1, 2019 in order for funds to be available for spring semester 2020. Visit http://www.wallacestate.edu/finaid.html. Students should review their MyWallaceState account for individual requirements.

LEARN & EARN
Wallace State offers a number of ways for students to earn a wage while learning about their field of study.

Through the Federation for Advanced Manufacturing (F.A.M.E.), the Mercedes-Benz Tech Co-Op Partnership, and the Kubota Co-Op Partnership, students in the Mechatronics/Industrial Maintenance, Advanced Automotive Technology, and Diesel Technology programs can earn wages through employment at partner facilities while attending classes at Wallace State.

Wallace State Workforce & Career Development Office
JBC 9th Floor | jamie.blackmon@wallacestate.edu | 256.352.8461
Log on to your myWallaceState account. Select Term and Submit. Click on Student Account. Click on Account Detail for Term.

Below are the Payment Due Dates for the WSCC Payment Plan.

**Payment Plan Due Dates - Spring 2019**

Below are the Payment Due Dates for the WSCC Payment Plan.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition $131/Hr</th>
<th>Bond Surety Fee</th>
<th>Building Fee</th>
<th>Facility Renewal Fee</th>
<th>Tech. Fee</th>
<th>Total Tuition &amp; Fees</th>
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**Tuition & Fees**

**Cashier: 256.352.8141**

**TUITION REFUND POLICY**

Refund for partial withdrawal: Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There will be no refund to a student who partially withdraws after the official drop/add period has ended.

Refund for a complete withdrawal: A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the following prorated refund schedule:

**Regular Term (January 6-April 30)**

- Through January 5: 100%
- January 6-January 12: 75%
- January 13-January 19: 50%
- January 20-January 26: 25%
- After January 26: no refund

**Flex Term I - 8 weeks (January 6-March 3)**

- Through January 5: 100%
- January 6-January 9: 75%
- January 10-January 13: 50%
- January 14-January 17: 25%
- After January 17: no refund

**Flex Term II - 8 weeks (March 5-April 30)**

- Through March 4: 100%
- March 5-March 8: 75%
- March 9-March 12: 50%
- March 13-March 16: 25%
- After March 16: no refund

**Administrative Fee:** An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Tuition refunds are computed according to the date the student notifies the college Admission’s Office of their official withdrawal, not his/her last date of class attendance.

Wallace State does not give cash refunds: Under normal circumstances, refund checks are issued weekly and mailed to the student. If payment was made by check, the student must wait 15 days for the check to clear before a refund is issued. Refer to the current academic calendar for drop/add and withdrawal deadlines.

**WSSC PAYMENT PLAN**

WSCC Students who do not pay 100 percent of their account balance by the earliest due date, will automatically be enrolled in the WSSC Payment Plan, which will include a $25 enrollment fee. See detailed information on Page 8.

**Payment Plan Due Dates - Spring 2019**

Below are the Payment Due Dates for the WSSC Payment Plan.

**SPRING 2020 - PRIORITY REGISTRATION (Nov. 19-Jan. 1)**

<table>
<thead>
<tr>
<th>Payment amount of balance due</th>
<th>Enrollment Fee</th>
<th>Late Fee (for each due date missed)</th>
<th>Payments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>$25</td>
<td>$50</td>
<td>Jan. 2, Feb. 3, March 3</td>
</tr>
</tbody>
</table>

**SPRING 2020 - REGISTRATION (Jan. 2-5) - Initial payment due daily**

<table>
<thead>
<tr>
<th>Payment amount of balance due</th>
<th>Enrollment Fee</th>
<th>Late Fee (for each due date missed)</th>
<th>Payments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>$25</td>
<td>$50</td>
<td>Feb. 3, March 3</td>
</tr>
</tbody>
</table>

**SPRING 2020 - LATE REGISTRATION (Jan. 6-10) - Initial payment due daily**

<table>
<thead>
<tr>
<th>Payment amount of balance due</th>
<th>Enrollment Fee</th>
<th>Late Fee (for each due date missed)</th>
<th>Payments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>$25</td>
<td>$50</td>
<td>Feb. 3, March 3</td>
</tr>
</tbody>
</table>

**NOTE:** All enrollment fees and payments are processed immediately.

**Additional Fees:** See college catalog for program specific fees.

Students who are NOT residents of Alabama pay two times the stated rate of tuition. Fees are the same. ALL TUITION & FEES ARE DUE AT REGISTRATION.

**CHECK BALANCE:** Students can view their balance via their myWallaceState account. To access your balance please follow these steps:

1. Log on to your myWallaceState account.
2. Click on the Student Account.
3. Click on Account Detail for Term.
4. Select Term and Submit.

To pay your balance using a Debit or Credit Card, or check, you may select Payment Processing, under Student Account.
Tuition Payment Options

WSCC Students have two options for payment of tuition and fees. If a student does not pay 100 percent of their account balance by the earliest due date, they will automatically be enrolled in the WSCC Payment Plan, which will include a $25 enrollment fee.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1 Standard Payment Schedule</td>
<td>Option 2 WSCC Payment Plan</td>
<td>Option 1 Standard Payment Schedule</td>
</tr>
<tr>
<td>Payment Amount of Balance Due</td>
<td>Payment Due Date</td>
<td>Payment Amount of Balance Due</td>
</tr>
<tr>
<td>100%</td>
<td>Jan. 3, 2019</td>
<td>1/3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The balance due will be 100 percent of charges less approved financial aid, scholarships or third-party payments.

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Students who do not pay 100% of their account balance by the payment deadline will automatically be enrolled in the WSCC Payment Plan and will be charged a $25 enrollment fee.

Students who do not make required payments by each payment due date will be charged a $50 late fee for each due date missed.

*Students who register during this period who fail to pay 100 percent of their account balance within 24 hours of registration will be assessed a $50 late registration fee.

Delinquent Accounts

In the event of an unpaid balance from a previous semester, the student will be removed from housing, meal plans will be cancelled, and grade reports, college credits, transcripts or diplomas will not be issued or released. A student with a delinquent account shall not be allowed to enroll in subsequent terms until the balances are paid in full.

The institution has the right to refer the student’s delinquent account to a collection agency for failure to meet financial obligations of any kind to the institution, including the payment of additional payment charges, attorneys’ fees, and any other fees and charges necessary for the collection of any amount not paid when due.

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**Residence Halls**

Living on campus has many advantages. Wallace State’s residence halls provide an environment conducive to academic achievement and are conveniently located within walking distance to classrooms, the library, and other campus facilities. Residents often find that living in a dorm is a great way to become involved in student activities and make new friends.

Wallace State offers both men’s and women’s dormitories. The rooms are large and designed for double-occupancy, but a limited number of single rooms are available. Most rooms have two double beds, two study areas with storage units, a large walk-in closet and a private bath. Multiple laundry facilities are located in each residence hall with coin-operated washers and dryers.

Telephone and cable outlets are provided in each room.

The residence halls also provide community kitchen facilities. In addition, residents are allowed to have refrigerators and microwave ovens in their rooms. The WSU Cafeteria, located in the School of Nursing and Center for Science, is open Monday-Thursday, from 7:30 a.m. to 5 p.m., and provides meals offered through the meal plan. A variety of restaurants are located adjacent to campus.

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**Spring Semester Dorm Rates**

- $1,400 Double Occupancy
- $11.57 Double Occupancy Prorated Rate
- $2,800 Single Occupancy
- $23.14 Single Occupancy Prorated Rate

Applicants admitted to the dorms after the second week of classes will be charged a prorated dorm rental rate based upon the number of days remaining in the semester.

**Spring Schedule Meal Plan**

<table>
<thead>
<tr>
<th></th>
<th>Plan A</th>
<th>Plan B</th>
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</thead>
<tbody>
<tr>
<td>Price</td>
<td>$850</td>
<td>$1,050</td>
</tr>
<tr>
<td>Prorated Rate</td>
<td>$13.08</td>
<td>$16.15</td>
</tr>
</tbody>
</table>

Plan A: 8 Meals Per Week
Plan B: 12 Meals Per Week

Applicants applying for the meal plan after the second week of classes will be charged a prorated rate based upon the number of meal plan days remaining in the semester.

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**Bookstore Information**

Wallace State has partnered with Barnes & Noble College to better serve our students and offer cost savings by providing them with more options for purchase and rental of textbooks and materials. Purchases can be made online or in-house at the Wallace State Bookstore. Please refer to the FAQs on the Wallace State Barnes & Noble web page for return policies.

**PRICE MATCHING**

Rent or buy, Barnes & Noble College will price match with Amazon, bn.com and local competitors. Visit or contact the bookstore with the following information: Website or location of lower prices; textbook ISBN number; whether it is a new, used or rented book.

**TEXTBOOK RENTALS**

Barnes & Noble College offers a rental program on textbooks, with savings of up to 80 percent for students.

**BOOKSTORE APP**

The Barnes & Noble Bookstore App, available for Apple and Android devices, offers students Rental Due Reminders, Order Notifications and Exclusive Sales and Discounts.

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**www.wallacestate.edu/residence-halls**

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**ON CAMPUS HOUSING PAYMENT SCHEDULE**

Payment for dorm rent is due before move-in for new students; returning students should follow tuition fee schedule on Page 7.
Withdrawal Policy

Withdrawal from a Course During Registration and Drop/Add Period
A student may drop a course either in person or on their MyWallaceState account during registration until the drop/add period ends. If dropping in person, a form is available at Lion Central located in the Bailey Center Lobby. The form is completed and the drop will be completed by Admission personnel. The student can view the drop when processed on their MyWallaceState account. The class and the charges will be removed from the student’s records if dropped before classes begin.

Withdrawal from a Course After Registration and Drop/Add Period Ends
Once the drop/add period is over the student may withdraw from a course and will receive the grade of W in the course. The W will be posted on the official transcript and will not be used in computing the GPA. (The W will be used in calculating attempted hours for Satisfactory Academic Progress (SAP) to receive Financial Aid.) The last date to withdraw from a course for the term is published in the current course schedule. Students can withdraw from a course through their MyWallaceState account on in person at Lion Central located in the Bailey Center Lobby. Students who receive financial aid are advised to meet with the college financial aid department to determine impact on SAP.

Withdrawal from the College
A student may withdraw from the institution up to the deadline published in the course schedule. Withdrawing from all classes constitutes a withdrawal from the college. Once the drop/add period is over the student may withdraw from a course or all courses and will receive the grade of W in each course in which they withdraw. The W will be posted on the official transcript and will not be used in computing the overall GPA. The W will be used in the calculation for attempted hours on SAP. The last date to withdraw from a course (or all courses) is published in the current course schedule. Students can withdraw from the college via their MyWallaceState account or in person at Lion Central located in the Bailey Center Lobby. Students who receive financial aid are advised to meet with the Financial Aid Department to determine if withdrawing from all classes will impact their Satisfactory Academic Progress (SAP).

FREE Tutoring

Free Tutoring is offered to Wallace State students seeking assistance in subjects such as:
- Math
- English
- Biology
- Computer Science
- Business

The Tutorial Lab is located on the 8th Floor of the James C. Bailey Center and is open 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 2 p.m. Friday. Please take advantage of the free service. Ask your instructor for tutoring information or contact the Tutorial Lab at 256.352.7821.

Parking Permits

Parking Permits are available free of charge from Lion Central, the Wallace State One Stop Center for enrollment services, located on the first floor of the Bailey Center. All students are required to obtain a parking permit if driving on campus. Students are required to renew their parking permit each Fall semester.

Lion Card/Student ID

All students are required to have this form of identification while on campus or at clinical sites. IDs are available at Lion Central. Cards may be loaded with cash called LION LOOT. Use your LION LOOT at the WSCC Bookstore, Printing Labs, and the Library.

Nursing Students will be given the paperwork required for badges on January 6, 2020.

WSCC App

You can keep Blackboard, myWallaceState, and more at your fingertips with the Wallace State Community College App. The free app is available for Apple and Android phones. Use it to register, check your schedule and account balance, view the Wallace State calendar, important phone numbers, a campus map and more! Search for Wallace State Community College in your app store to download the app and put it to use for you!
### CAREER SERVICES
Wallace State Career Services is committed to assisting students in achieving career readiness by developing employment soft skills, coordinating apprenticeships/internships/co-op, job placement, sharing career opportunities, and supporting students and graduates in securing employment.

- Apprenticeships/Internships/Co-Ops
- Career Planning • Workshops
- Job Fairs • Resume Building

**The Work Wardrobe offers free professional attire and styling tips for students seeking employment.**

**JBC Room 903**
**256.352.8461**

### TUTORING LAB
Wallace State Tutoring Labs offer FREE academic tutoring for Wallace State students. The lab at the Hanceville location includes a computer courtyard with access to 25 computers.

**English • Math • Science • Computer Science • Writing Resume Building • And More!**

**Main Campus - JBC 8th Floor, 256.352.7821**
**Oneonta Academic Center - Room 113**

**Hours:** Monday-Thursday 8 am-6 pm; Friday 8 am-2 pm

### MOTHER’S LOUNGE
The Wallace State Association of Nursing Students offers a private room for nursing mothers to use a breast pump, with a refrigerator for storage and additional supplies.

Go to the Nursing Administration office on the third floor of the School of Nursing and Center for Science for access to the room.

### VETERANS’ CORNER
Wallace State offers the Veterans’ Corner to student veterans who need a place to study, congregate or unwind.

**6th Floor of Library**

### PROGRAM SERVICES
Any student may utilize these services offered through programs on campus:
- Agriculture/Horticulture Plant Sales (256.352.8035)
- Automotive Repairs from Auto Service (256.352.8151) and Collision Repair (256.352.8152)
- Cleanings, X-rays, teeth whitening through Dental Hygiene (256.352.8300)
- Cosmetology services by Salon and Spa Management (256.352.7819)
- Access to gym through Wellness Center (256.352.8354)

### SUCCESS COACHING
Success Coaches meet regularly with students and provide them with the structure, tools and motivation they need to persist through challenges and get the most out of their education.

### LIONS’ KITCHEN
Lions’ Kitchen is a free food pantry open to all Wallace State students. Located on the 3rd floor of the Bailey Center. Contact Campus Police after hours at 256.735.9975

Find more at www.wallacestate.edu/current-students
| **Today’s Date:** | __________________________ |
| Program of Study: |  ☐ WSCC RN  ☐ UAB/WSCC Joint  ☐ Mobility |
| Semester you began Nursing (Month/Year): | __________________________ |
| Current Course Enrolled: | NUR __________________________ |
| Student Number: | A __________________________ |
| Current Name: | | | | |
| Previous Name: (If just married) | | | | |
| Student E-Mail Address: | __________________________ |
| Current Address: | | | | |
| Mailing Address | | | |
| City | State | Zip Code |
| Cell Phone: | __________________________ |
| Home Phone: | __________________________ |
| Work Phone: | __________________________ |
| Emergency Contact Name: | | | |
| Relationship: | __________________________ |
| Cell Phone: | __________________________ |
| Home Phone: | __________________________ |
| Work Phone: | __________________________ |
| Additional Comments: | __________________________ |
Nursing Uniform Ordering Directions

You will be fitted for your uniform at orientation on November 5th.

Barnes & Noble will keep your completed order form from orientation and retain it until you submit payment.

**Deadline to have your uniform ordered and paid for is January 3, 2020. Deadline to begin wearing your uniform is February 3, 2020.**

**Self Pay:** Your uniform will not be ordered until you submit payment. The Bookstore does not take online or over the phone uniform payments, you must pay in person.

**Financial Aid:** Financial Aid opens for purchases at the bookstore beginning December 18, 2019. You may sign the waiver on your order form to allowWSCC Barnes & Noble to process your order using your available financial aid.

The **listed style(s) on the order form are your required scrub uniform.** Older styles are no longer permitted.

WSCC Barnes & Noble Bookstore
Phone: 256-352-8169
Nursing Styles

Tops

6155  Stylized V-neck

M Length  26 3/4"
XXS-XL  $22.98
1X-5X  $25.98

6255  Basic V-neck

M Length  26 3/4"
XXS-XL  $19.98
1X-5X  $22.98

6455  Mock Wrap

M Length  26 1/2"
XXS-XL  $22.98
1X-5X  $25.98

Pants

5155  Flat Front Double Cargo

Leg Opening M 7 3/4"
XXS-XL  $24.98
1X-5X  $27.98
XST-XLT  $26.98
1XP-3XP  $27.98
2XLT-3XLT  $29.98

5255  Drawstring

Leg Opening M 8 1/4"
XXS-XL  $22.98
XXSP-XLP  $22.98
1X-5X  $25.98
XST-XLT  $24.98
1XP-3XP  $25.98
2XLT-3XLT  $27.98

5355  Men's Flat Front Cargo Pocket

Leg Opening M 8 3/4"
XXS-XL  $22.98
XXSP-XLP  $22.98
1X-5X  $25.98
XST-XLT  $24.98
1XP-3XP  $25.98
2XLT-3XLT  $27.98

8155

XXS-XL  $27.98
1X-5X  $30.98

703

XXS-XL  $27.98
2X-5X  $30.98
### Wallace State Community College
#### Nursing Uniform Order Form

**Uniform Place**
300 Second Avenue, SE, Cullman, AL 35055  
Phone (256) 734-0662    Fax (256) 734-3701

**WSCC Barnes & Noble Bookstore**
Phone (256) 352-8169  
Fax (256) 352-8101

- You will be fitted for your uniform at orientation on November 5th.
- We will keep your completed order form from orientation and deliver it to the WSCC Barnes & Noble Bookstore where they will hold it until you submit payment.

### Payment for your uniform order:
- **Self Pay:** Your uniform will not be ordered until you submit payment. The Bookstore does not take online or over the phone uniform payments, you must pay in person.
- **Financial Aid:** Financial Aid opens for purchases at the bookstore beginning **December 18th**. You may sign the waiver on your order form to allow WSCC Barnes & Noble to process your order using your available financial aid.
- Deadline to pay for your uniform order is **You must have your uniform by February 3, 2020**.
- The listed style(s) on the order form are your required scrub uniform. Older styles are no longer permitted.

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### Last Name  
**First Name**  
**Middle Initial**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Color</th>
<th>Ladies Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
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<tbody>
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<td>6155</td>
<td>Stylized V-neck Top 27 1/4&quot;</td>
<td>NEEDS PATCH</td>
<td></td>
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<tr>
<td>Royal</td>
<td>6255</td>
<td>Basic V-neck Top 28 1/4&quot;</td>
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<td>Mock Wrap Top 27&quot;</td>
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<td>5155</td>
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<td>5155</td>
<td>Double Cargo Pocket</td>
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<td>5155</td>
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<td>Regular length 31&quot;</td>
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<tr>
<td>Royal</td>
<td>5255</td>
<td>Single Pocket Cargo Pants</td>
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</tr>
<tr>
<td></td>
<td>PATCH</td>
<td>Patch</td>
<td>Need 1 for each Top &amp; Jacket</td>
<td>$ 8.98</td>
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### Men

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<td>Royal</td>
<td>5355</td>
<td>Men's Cargo Pocket Pants</td>
<td>Regular length 31&quot;</td>
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<td></td>
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