2020 Fall
WSCC MOBILITY Nursing Orientation Packet

Student to retain for reference
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SESSION I: WHAT DO I DO NOW?
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.
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 healthcare 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.**

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Date: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Program of Study:</td>
<td>WSCC Student No: A</td>
</tr>
<tr>
<td>Student Email Address:</td>
<td>Student Phone:</td>
</tr>
</tbody>
</table>

1. For each of the requirements listed below, please indicate whether the student is able to perform the task by checking the appropriate box.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Yes</th>
<th>No</th>
<th>If no, please comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining on one’s feet in an upright position without moving about.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving about on foot for long periods of time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stooping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending the body downward and forward by bending at spine and waist. This factor requires full use of lower extremities and back muscles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extending hands and arms in any direction.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneeling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles. Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transporting an object usually holding it in the hands or arms or on the shoulder. Strength and balance required to carry 25 lbs. frequently.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dexterity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grasping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying pressure to an object with fingers and palm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perceiving the nature of sound with no less than a 40 db loss @ Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repetitive Motions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substantial movements (motions) of the wrists, hands, and/or fingers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acuity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrected to 20/20 and visual field perception to provide a safe environment for patients and co-workers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information and instructions to others accurately, loudly and quickly through speech and through the written word. Must be able to read and speak English.</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: ______________
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
NURSING PROGRAM - ESSENTIAL FUNCTIONS

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  

Revised 07.02.2020
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.
June 2020 Orientation Celebration Plan

SESSION II: HOW DO I TAKE THE NEXT STEPS?
Welcome to myCB

To place your order go to:

wallacestate.castlebranch.com

PLACE ORDER  SELECT PROGRAM  SELECT PACKAGE

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
- Manage requirements
- Complete tasks
- Upload documents
- Place additional orders

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

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

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

WP88

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

Revised 07.02.2020
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.
### Castle Branch Documentation Requirements

<table>
<thead>
<tr>
<th>Check Upon Completion</th>
<th>FORMS to be Signed and Uploaded to Castle Branch</th>
<th>Requirement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>You must sign and upload each document per the guidelines designated in each category. *See Orientation Packet for additional details.</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>Download, print &amp; complete/sign the Health Science Division Academic Integrity Policy form AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Acknowledgment of Receipt of Background Check Policy</td>
<td>Download, print &amp; complete/sign the Acknowledgment of Receipt of Background Check Policy form AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Acknowledgment of Receipt of Drug and Alcohol Testing Policy</td>
<td>Download, print &amp; complete/sign the Acknowledgment of Receipt of Drug and Alcohol Testing Policy form AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Background Check Consent and Release Form</td>
<td>Download, print &amp; complete/sign the Background Check Consent and Release Form AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Clinical Absence Form</td>
<td>Download and confirm receipt of the Clinical Absence Form (you are acknowledging you are aware if you miss a clinical you must complete a hard copy of this form and submit to the Clinical Coordinator in the DNE).</td>
<td></td>
</tr>
<tr>
<td>COVID-19 Waiver of Liability</td>
<td>Download, print &amp; complete/sign the COVID-19 Waiver of Liability AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Health Science Division Student Disclosure Statement</td>
<td>Download, print &amp; complete/sign the HS Division Student Disclosure Statement AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>HIPAA Policy</td>
<td>Download, print &amp; complete/sign the HIPAA Policy form AND upload to this requirement in your Castle Branch account (this is to verify you understand the HIPPA policy).</td>
<td></td>
</tr>
<tr>
<td>Photo Release</td>
<td>Download, print &amp; complete/sign the Photo Release AND upload to this to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Professional Code of Conduct Acknowledgment and Consent</td>
<td>Download, print &amp; complete/sign the Professional Code of Conduct Acknowledgment and Consent form AND upload to this category in your Castle Branch account.</td>
<td></td>
</tr>
<tr>
<td>Release to Return to School-Clinical/Lab</td>
<td>Download and confirm receipt of the Release to Return to School-Clinical/Lab (you are acknowledging you are aware if you are absent after illness, surgery and during/after pregnancy you must complete a hard copy of this form and submit to the Clinical Coordinator in the DNE).</td>
<td></td>
</tr>
</tbody>
</table>

Revised 07.02.2020
### Castle Branch Documentation Requirements

<table>
<thead>
<tr>
<th>Check Upon Completion</th>
<th>Immunization Requirement</th>
<th>Requirement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>CPR</strong></td>
<td>You must upload validation from healthcare provider per the guidelines designated in each category. <em>See Orientation Packet for additional details.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Flu (Influenza)</strong></td>
<td>Submit documentation of a flu vaccine administered during the current flu season (August-May).</td>
</tr>
<tr>
<td></td>
<td><strong>Health Insurance</strong></td>
<td>Submit documentation of a flu vaccine administered during the current flu season (August-May).</td>
</tr>
<tr>
<td></td>
<td><strong>Hep B</strong></td>
<td>One of the following is required: 3 vaccinations OR Positive antibody titer (lab report or physician verification of results required). If your titer was negative, new alerts will be created for you to repeat the full series (administered after your titer).</td>
</tr>
<tr>
<td></td>
<td><strong>MMR</strong></td>
<td>One of the following is required: 2 vaccinations OR Positive antibody titer (lab report or physician verification of results required). 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></td>
<td><strong>Physical Examination</strong></td>
<td>Physician must complete WSCC-Nursing Education Physical Form (located within your orientation packet OR at <a href="http://www.wallacestate.edu/nursing">www.wallacestate.edu/nursing</a>). PLEASE NOTE: Each section (front and back) must be complete and all check boxes answered AND signed and dated by the physician.</td>
</tr>
<tr>
<td></td>
<td><strong>TB</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>T-Dap</strong></td>
<td>Submit documentation of a Tetanus, Diphtheria &amp; Pertussis (TDaP) vaccination, administered within the past 10 years.</td>
</tr>
<tr>
<td></td>
<td><strong>Varicella (Chicken Pox)</strong></td>
<td>One of the following is required: 2 vaccinations OR Positive antibody titer (lab report or physician verification of results required).</td>
</tr>
</tbody>
</table>
## CastleBranch Required Documentation

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Measles (Rubeola), Mumps, & Rubella** | One of the following is required:  
2 vaccinations **OR**  
Positive antibody titer (lab report or physician verification of results required)  
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.  
If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer). |
| **Varicella (Chicken Pox)** | One of the following is required:  
2 vaccinations **OR**  
Positive antibody titer (lab report or physician verification of results required)  
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.  
If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer). |
| **Hepatitis B** | One of the following is required:  
3 vaccinations **OR**  
Positive antibody titer (lab report or physician verification of results required)  
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.  
If your titer was negative or equivocal, new alerts will be created for you to repeat the series. |
# 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.  
The renewal date will be set for 10 years from the date administered. |
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza (Flu)</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.</td>
</tr>
</tbody>
</table>
| CPR Certification  | 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. |
| Health Insurance   | 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. |
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<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 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/\textit{sign} the HIPAA Policy form and \textit{upload to this requirement}.</td>
</tr>
<tr>
<td><strong>Background Check Consent and Release Form</strong></td>
<td>Download, print &amp; complete/\textit{sign} the Background Check Consent and Release Form and \textit{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/\textit{sign} the Health Science Division Academic Integrity Policy form and \textit{upload to this requirement}.</td>
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<td><strong>Photo Release</strong></td>
<td>Download, print &amp; complete/\textit{sign} the Photo Release and \textit{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>
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<tr>
<td>----------------------------------------------------------------------</td>
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<td>Acknowledgment of Receipt of Background Check Policy</td>
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<td>Download, print &amp; complete/sign the Health Science Division Student Disclosure Statement form and upload to this requirement.</td>
</tr>
<tr>
<td>Clinical Absence Form</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>Release to Return to School-Clinical/Lab</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>
<tr>
<td>COVID Release Form</td>
<td>Download, print &amp; complete/sign the COVID Release Form and upload to this requirement.</td>
</tr>
</tbody>
</table>
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:

7. Influenza (Flu)
Due Date: 10/31/2019
Merged-TDL-Files--20190903113335.pdf
Override

Rejected
Thank you for your submission.
You submitted a flu shot from the previous flu season.
Resubmit with a flu shot from the current flu season (2019-2020) administered between 08/01 and 05/31.

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

Clinical Requirements
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

Account Support
I Can’t Log In To My Account
How Often Should I Check myCB For Updates?
Ordering With A Package Code?
How Do I View The FAQ Page?
How Do I View My Support Inquiry Response?
Contacting Us
I Need Help!
What If My Program Requires CB Bridges™?

Most Popular Videos
How Do I Upload A Document In The Document Center
Contacting Us
How Do I Fulfill My Fingerprint Requirement?
How To View Results
How Do I Complete My Drug Test?

Background Checks
How To View Results
Disputing Your
Fees For Additional
How To Track Background Check Items
# 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 / <a href="#">CastleBranch</a></td>
<td>8199</td>
</tr>
<tr>
<td>Susan Copeland</td>
<td>Clinical Coordinator</td>
<td>7869</td>
</tr>
<tr>
<td>Alicia Standridge</td>
<td>NUR 112/113/114 Instructor</td>
<td>8203</td>
</tr>
<tr>
<td>Ashley Ball</td>
<td>NUR 112/113 Instructor</td>
<td>7804</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>Amanda Hood</td>
<td>NUR 112/113 Instructor</td>
<td>8069</td>
</tr>
<tr>
<td>Heather Ashley</td>
<td>NUR 114/211 Instructor</td>
<td>7834</td>
</tr>
<tr>
<td>Laura Brock</td>
<td>NUR 113/209 Instructor</td>
<td>7870</td>
</tr>
<tr>
<td>Amy Burtram</td>
<td>NUR 115/211/221 Instructor</td>
<td>8062</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>Kelly Walker</td>
<td>NUR 113/114 Instructor</td>
<td>8201</td>
</tr>
<tr>
<td>Diane Wilhite</td>
<td>NUR 113/209 Instructor</td>
<td>8200</td>
</tr>
<tr>
<td>Tiffanie Doyle</td>
<td>Simulation and Skills Lab Technician / <a href="#">CastleBranch</a></td>
<td>7868</td>
</tr>
<tr>
<td>Sara Tidwell</td>
<td>Simulation Director / <a href="#">CastleBranch Coordinator</a></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 Fall Important Dates

College will be CLOSED on the following dates:
- Monday, September 7, 2020 – Labor Day
- Wednesday, November 11, 2020 – Veterans Day
- Monday, November 26-27, 2020 – Thanksgiving Break
- December 23-31, 2020 – Christmas Holidays

NO CLASSES on the following dates:
- Monday, October 12, 2020 – Local Professional Development Day
- Monday-Tuesday, November 23-24 – State 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, June 16, 2020
30+ Earned WSCC Hours................ Early Registration Begins, Wednesday, June 17, 2020
15+ Earned WSCC Hours................ Early Registration Begins, Thursday, June 18, 2020
All Other Students ...................... Early Registration Begins, Friday, June 19, 2020

August 20, 2020 – 8 AM – 4 PM - 1st day of class
TBD – Classroom or ZOOM/Blackboard Collaborate Session

August 23, 2020 – 2 PM Family Welcome

August 5, 2020 – Bookstore charges – accounts will be open for charges at the WSCC Barnes & Noble Bookstore.

August 12 – 21, 2020 – 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.)

August 23, 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.

August 24, 2020 – Background check – returned as clear; physical exam and immunizations deadline – uploaded.

August 24, 2020 – CPR card deadline – uploaded.

August 28, 2020 – Pell Grant and loan balance checks – (with no holds, will begin mailing).

September 8, 2020 – WSCC badge and car tag deadline – mandatory – obtain nursing badge at bailey bldg., 1st floor must have name badge form to get nursing badge – form will be distributed by nursing after the start of classes – if misplaced see Mechelle Baker at nursing reception desk.

September 8, 2020 – WSCC nursing uniform deadline – begin wearing nursing uniform.

October 28, 2020 – 60% date to withdraw without incurring overpayment charges.

November 18, 2020 – Last day to withdraw from regular term.
<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>
</tr>
</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>
</tbody>
</table>
| N113   | 60         | 45     | 90*          | 34             | 5           | 6**              |          | * MedSurg 72  Peds 18  
** Case Study / PeriOp Role Play/ATI Real Live CF |
| N114   | 75         |        | 123*         | 12             |             |                  |          | * MedSurg 87  OB 18  Psych 18 |
| N115   | 15         |        | 4            | 36             | 5*          |                  |          | * Celebrate |
| N209   | 90         | 45     | 106*         | 23             | 6           |                  |          | * MedSurg 56  Peds 14  OB 16 Psych 20 |
| N211   | 60         |        | 121*         | 14             |             |                  |          | * Critical Care 81  Peds 16  OB 12  Psych 12 |
| N221   | 45         |        | 4            | 170            | 6*          |                  |          | *Career Fair/Interview/Network lunch/ATI Real Life Scenarios |
### Prerequisite Courses – MUST be completed prior to applying to NUR 209

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 110*</td>
<td>Freshman Seminar</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SPH 106 or 107</td>
<td>Speech</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisite Total** 19 2 0 21 23

### First Term – Fall 2019

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 209</td>
<td>Concepts for Healthcare Transition Students</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

**Term Total** 6 1 3 10 13

Upon successful completion of NUR 209 students will be awarded 15 hours of non-traditional credit.

### Second Term – Spring 2020

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

**Term Total** 4 0 3 7 13

### Third Term – Summer 2020

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM/ART</td>
<td>Humanities Elective</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 221</td>
<td>Advanced Based Clinical Reasoning</td>
<td>3</td>
<td>0</td>
<td>4</td>
<td>7</td>
<td>15</td>
</tr>
</tbody>
</table>

**Term Totals** 3 0 4 7 15

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*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.

**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>

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**MOBILITY Applicant must also meet the following admission criteria:**

- Be unconditionally admitted to the College.
- Be in good standing with the College.
- Completed nursing application and supporting documentation by posted deadline.
- Obtain a minimum of 18 ACT composite score National or Residual.
- Maintain a grade of “C” or better in ALL general education and nursing courses. A minimum grade of 75 constitutes a “C” in nursing courses.
- Achieve a minimum of 2.0 GPA cumulative at current native institution or cumulative 2.0 in institution from which student is transferring to be eligible.
- Achieve a minimum of 2.5 GPA for nursing required academic core courses.
- Meet the essential functions for nursing.
- Must have successfully completed BIO 201, BIO 202, ENG 101, MTH 100**, PSY 210, SPH 106 or SPH 107.
- Applicants for Mobility program must have been awarded an AAS Degree and are currently licensed as an Emergency Medical Services-Paramedic, Diagnostic Imaging (ARRT), Respiratory Therapist or a Licensed Practical Nurse in the State of Alabama prior to application.
- Non-nursing applicants must have Certified Nursing Assistant (CNA) certification and provide documentation prior to admission to the Mobility program.
- Students will be ineligible to re-apply for NUR 209 if they have experienced a withdrawal or non-progression in NUR 200, NUR 201 or NUR 209. Students will be eligible to apply to the traditional nursing program. Admission is not guaranteed.

**Higher level Math accepted. Note: Math 116 is NOT a higher math course.**
Wallace State Community College  
Department of Nursing Education

### 2020 FALL - MOBILITY Schedule

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 209</td>
<td>8 AM – 4 PM</td>
</tr>
<tr>
<td>CRN 10221</td>
<td>Classroom: CNS 332</td>
</tr>
</tbody>
</table>

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 Unsatisfactory.

### 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>10287</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC TBA</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 08/21/20 from 9 a.m. – 2 p.m. in AVC. See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10288</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC TBA</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 08/28/20 from 9 a.m. – 2 p.m. in AVC. See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10290</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC TBA</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 09/11/20 from 9 a.m. – 2 p.m. in AVC. See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10291</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>9 am - 2 pm</td>
<td>F</td>
<td>AVC TBA</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 09/18/20 from 9 a.m. – 2 p.m. in AVC. See Blackboard for required submission prior to class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>10289</td>
<td>EMS 100</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hybrid class only meets Friday 8/21/20 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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Date</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNED 201</td>
<td>Cardiopulmonary Resuscitation</td>
<td>August</td>
<td>TBD</td>
<td>TBD</td>
<td>WC 113</td>
<td>TBA</td>
<td>$75.00</td>
</tr>
<tr>
<td>CNED 201</td>
<td>Cardiopulmonary Resuscitation</td>
<td>September</td>
<td>TBD</td>
<td>TBD</td>
<td>WC 114</td>
<td>TBA</td>
<td>$75.00</td>
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</tbody>
</table>

Revised 07.02.2020
### MOBILITY Academic Course Pre-Requisites:

<table>
<thead>
<tr>
<th>Course</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>$648.00</td>
</tr>
<tr>
<td>BIO 202 Human Anatomy and Physiology II</td>
<td>4</td>
<td>$648.00</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
<td>$486.00</td>
</tr>
<tr>
<td>MTH 100 Intermediate College Algebra</td>
<td>3</td>
<td>$486.00</td>
</tr>
<tr>
<td>PSY 210 Human Growth and Development</td>
<td>3</td>
<td>$486.00</td>
</tr>
<tr>
<td>SPH 106 Fundamentals of Oral Communication</td>
<td>3</td>
<td>$486.00</td>
</tr>
<tr>
<td>ORI 110 Freshman Seminar</td>
<td>1</td>
<td>$162.00</td>
</tr>
</tbody>
</table>

**Pre-Requisite Course Total: $2,802.00**

### Mobility First Term (Fall Only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 209 Concepts for Healthcare Transition</td>
<td>10</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>NUR 209 Lab Pack</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Accident/Malpractice Insurance</td>
<td></td>
<td>$14.50</td>
</tr>
<tr>
<td>Drug Testing</td>
<td></td>
<td>$22.50</td>
</tr>
<tr>
<td>ATI Testing Fee</td>
<td></td>
<td>$340.00</td>
</tr>
<tr>
<td>Immunization Tracker and Background Check</td>
<td></td>
<td>$78.00</td>
</tr>
<tr>
<td>Uniforms/Scrubs – Three Sets @$80.00</td>
<td></td>
<td>$240.00</td>
</tr>
<tr>
<td>Supplies, i.e., stethoscope, BP cuff, clipboard, penlight, etc.</td>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**Mobility First Term Total: $2,615.00**

### Mobility Second Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 220 General Microbiology</td>
<td>4</td>
<td>$648.00</td>
</tr>
<tr>
<td>NUR 211 Advanced Nursing Concepts</td>
<td>7</td>
<td>$1,120.00</td>
</tr>
<tr>
<td>NUR 211 Nursing Concepts Subscription Extension</td>
<td></td>
<td>$510.00</td>
</tr>
<tr>
<td>Accident/Malpractice Insurance</td>
<td></td>
<td>$14.50</td>
</tr>
<tr>
<td>Drug Testing</td>
<td></td>
<td>$22.50</td>
</tr>
<tr>
<td>ATI Testing Fee</td>
<td></td>
<td>$340.00</td>
</tr>
</tbody>
</table>

**Mobility Second Term Total: $2,655.00**

### Mobility Third Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 101 Introduction to Humanities</td>
<td>3</td>
<td>$480.00</td>
</tr>
<tr>
<td>NUR 221 Advanced Based Clinical Reasoning</td>
<td>7</td>
<td>$1,134.00</td>
</tr>
<tr>
<td>NUR 221 HESI Comp. Review / NCLEX-RN w/Access</td>
<td></td>
<td>$70.00</td>
</tr>
<tr>
<td>AD HESI Test (Taken in NUR 221)</td>
<td></td>
<td>$70.00</td>
</tr>
<tr>
<td>Accident/Malpractice Insurance</td>
<td></td>
<td>$14.50</td>
</tr>
<tr>
<td>Drug Testing</td>
<td></td>
<td>$22.50</td>
</tr>
<tr>
<td>ATI Testing Fee</td>
<td></td>
<td>$340.00</td>
</tr>
<tr>
<td>ABN Fees for AD Testing (App fee, Processing, Temp Lic-optional, Testing)</td>
<td></td>
<td>$353.50</td>
</tr>
</tbody>
</table>

**Mobility Third Term Total: $2,484.50**
WSCC Department of Nursing  
Estimated MOBILITY Fees  
(Prices Are Estimates Only and Are Subject to Change Without Notice)

### Additional items due annually. Not covered in tuition charges.  
Prices are estimates only and are subject to change without notice

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Background Check – Annual update fee to initial background check</td>
<td>$15.00</td>
</tr>
<tr>
<td>Physical Exam - Subject to physician’s fee</td>
<td>$</td>
</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>
<td>$</td>
</tr>
</tbody>
</table>

### WSCC Graduation Fees Due Semester Prior to Completion of Program  
Prices are estimates only and are subject to change without notice

<table>
<thead>
<tr>
<th>Fee</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSCC Graduation Fee – Cap and Gown Included</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### NUR 209 – Required Textbooks and/or Access to Digital Resources

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSIM for Nursing Medical-Surgical Access</td>
<td>$148.00</td>
</tr>
<tr>
<td>HESI Comprehensive Review/NCLEX PN with Access</td>
<td>$70.00</td>
</tr>
<tr>
<td><strong>Required Books and Digital Access Total</strong></td>
<td>$218.00</td>
</tr>
</tbody>
</table>

### NUR 209 – Go to Class First for Textbook/Resource Options  
(You may currently have many of these textbooks and resources)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing</td>
<td>$139.00</td>
</tr>
<tr>
<td>Prep U Fundamentals of Nursing Access (12-Month)</td>
<td>$126.00</td>
</tr>
<tr>
<td>Maternity + Pediatric Nursing – With Access</td>
<td>$150.00</td>
</tr>
<tr>
<td>Leadership Roles + Management Function – With Access</td>
<td>$85.00</td>
</tr>
<tr>
<td>Prep U for Ricci, Kyle, and Carman’s Mate</td>
<td>$126.00</td>
</tr>
<tr>
<td>Brunner + Textbook of Med Surg – With Code</td>
<td>$170.00</td>
</tr>
<tr>
<td>Brunner + Textbook of Med Surg Prep U – Stand Alone</td>
<td>$155.00</td>
</tr>
<tr>
<td>Health Assessment in Nursing – With Access</td>
<td>$125.00</td>
</tr>
<tr>
<td>Prep U Weber Health Assessment</td>
<td>$110.00</td>
</tr>
<tr>
<td>Psychiatric – Mental-Health – With Access</td>
<td>$75.00</td>
</tr>
<tr>
<td>Prep U Videbeck Psychology</td>
<td>$110.00</td>
</tr>
<tr>
<td>Current Drug Guide <em>(Davis Drug Guide preferred)</em></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Books and Digital Access Total</strong></td>
<td>$1,421.00</td>
</tr>
</tbody>
</table>

*REMEMBER: Go To Class Before Purchasing These Resources*
Wallace State Community College - Department of Nursing Education
Change of Information Form

Should you change your current address, email address or phone numbers the Nursing Department needs to be informed of those changes.

Please utilize this form and return to Mechelle Baker at nursing’s front desk.

PLEASE PRINT NEATLY

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: ________________________ □ Last □ Middle □ First □ Maiden

Previous Name: ________________________ □ Last □ Middle □ First □ Maiden

(If just married)

Student E-Mail Address: ________________________

Current Address: ________________________ □ Mailing Address

City ________________________ □ State □ Zip Code ________________________

Cell Phone: ________________________

Home Phone: ________________________

Work Phone: ________________________

Emergency Contact Name: ________________________ □ Last □ First

Relationship: ________________________

Cell Phone: ________________________

Home Phone: ________________________

Work Phone: ________________________
SESSION III: WHAT DO I NEED FOR THE NURSING PROGRAM?
W123 Styles (Student Price)

**Modern Fit / Contoured**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>L</th>
<th>XXS-XL</th>
<th>1X-5X</th>
</tr>
</thead>
<tbody>
<tr>
<td>6155</td>
<td>6155 Stylized V-Neck</td>
<td>26 3/4&quot;</td>
<td>$23.98</td>
<td>$26.98</td>
</tr>
<tr>
<td>6455</td>
<td>6455 Mock Wrap</td>
<td>26 1/2&quot;</td>
<td>$23.98</td>
<td>$26.98</td>
</tr>
<tr>
<td>5155</td>
<td>5155 Flat Front Double Cargo</td>
<td>Leg Opening 7 3/4&quot;</td>
<td>XXS-XL $25.98</td>
<td>1X-5X $28.98</td>
</tr>
</tbody>
</table>

**Classic Fit / Looser Fit**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>L</th>
<th>XXS-XL</th>
<th>1X-5X</th>
</tr>
</thead>
<tbody>
<tr>
<td>6255</td>
<td>6255 Basic V-Neck</td>
<td>26 3/4&quot;</td>
<td>XXS-XL $20.98</td>
<td>1X-5X $23.98</td>
</tr>
<tr>
<td>5255</td>
<td>5255 Drawstring</td>
<td>Leg Opening 8 1/4&quot;</td>
<td>XXS-XL $23.98</td>
<td>XXSP-XLP $23.98</td>
</tr>
<tr>
<td>7202</td>
<td>7202 Lab Coat</td>
<td>XXS-XL</td>
<td>$22.98</td>
<td>2X-5X $26.98</td>
</tr>
</tbody>
</table>

**Men's**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>L</th>
<th>XXS-XL</th>
<th>1X-5X</th>
</tr>
</thead>
<tbody>
<tr>
<td>6355</td>
<td>6355 Men's V-Neck</td>
<td>Front 29&quot;</td>
<td>XS-XL $23.98</td>
<td>2X-5X $26.98</td>
</tr>
<tr>
<td>5355</td>
<td>5355 Men's Cargo</td>
<td>Back 30&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7102</td>
<td>7102 Men's Lab Coat</td>
<td>Leg Opening 8 3/4&quot;</td>
<td>XS-XL $26.98</td>
<td>2X-5X $26.98</td>
</tr>
</tbody>
</table>

Revised 07.02.2020
Wallace State Community College  
Nursing Uniform Order Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Size</th>
<th>Color</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal 6155 Stylized V-neck Top</td>
<td>2</td>
<td>27 1/4&quot;</td>
<td>Royal</td>
<td>$23.98</td>
<td></td>
</tr>
<tr>
<td>Royal 6255 Basic V-neck Top</td>
<td>2</td>
<td>28 1/4&quot;</td>
<td>Royal</td>
<td>$20.98</td>
<td></td>
</tr>
<tr>
<td>Royal 6455 Mock Wrap Top 27&quot;</td>
<td>2</td>
<td></td>
<td>Royal</td>
<td>$23.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5155 Double Cargo Pocket</td>
<td>2</td>
<td></td>
<td>Royal</td>
<td>$23.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5155 Double Cargo Pocket</td>
<td>1</td>
<td>Petite 28-1/2&quot;</td>
<td>Royal</td>
<td>$25.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5155 Double Cargo Pocket</td>
<td>1</td>
<td>Tall 33&quot;</td>
<td>Royal</td>
<td>$27.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5255 Single Pocket Cargo</td>
<td>2</td>
<td>Regular 31&quot;</td>
<td>Royal</td>
<td>$23.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5255 Single Pocket Cargo</td>
<td>1</td>
<td>Petite 28-1/2&quot;</td>
<td>Royal</td>
<td>$23.98</td>
<td></td>
</tr>
<tr>
<td>Royal 5255 Single Pocket Cargo</td>
<td>1</td>
<td>Tall 33&quot;</td>
<td>Royal</td>
<td>$24.98</td>
<td></td>
</tr>
<tr>
<td>White 7202 Lab Coat</td>
<td>1</td>
<td></td>
<td>White</td>
<td>$22.98</td>
<td></td>
</tr>
<tr>
<td>PATCH</td>
<td>1</td>
<td></td>
<td></td>
<td>$8.98</td>
<td></td>
</tr>
</tbody>
</table>

I give my permission to Wallace State Bookstore, B&N #8277, to charge my uniform order.

☐ Credit Card  ☐ Financial Aid

Print Name: 
Sign Name: 
Student ID Number: 

---

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

WSCC Barnes & Noble Bookstore  
wallacestate.bncollege.com  
email: sm8277@bncollege.com

- Additional information regarding the uniforms will be provided by the Uniform Place.
- All uniform orders will need to have an order form. Please email the form to the Bookstore at sm8722@bncollege.com Subject line: Uniform Order F20
- Payment for your uniform order:
  - Credit/Debit Card: If you are using a credit/debit card, a basic uniform order must be made online. Your order cannot be filled until you have also provided us with an order form. We will process your uniform order based on your submitted order form.
  - If paying for your uniform with Credit/Debit Card you will need to sign-up for an account with the Bookstore. 
    Go to: https://wallacestate.bncollege.com/shop/wallace-state/home

See the top of the page for Login/Sign up for an account. Complete the information required to create your account. Then sign in to your account and complete the payment portion of your account.

You do not need to order anything at this point, but to submit your scrub order you must have your credit card info on file. Then EMAIL your order form, making sure your personal info is completed at the top to sm8277@bncollege.com with the subject line: Uniform Order F20.

- Financial Aid: Financial Aid opens for purchases at the bookstore in August (exact date TBD). 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 August 7th. You must have your uniform as soon as possible.
- The listed style(s) on the order form are your required scrub uniform. Older styles are no longer permitted.

- Note: Prices listed are for standard sizes and are intended for reference purposes.

---

I give my permission to Wallace State Bookstore, B&N #8277, to charge my uniform order.
# Wallace State Community College Nursing Checklist

## What to Purchase For N209

<table>
<thead>
<tr>
<th>TEXTBOOKS (Optional)</th>
<th>LAB SUPPLIES (Required)</th>
<th>ONLINE RESOURCE (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Taylor Fundamentals in Nursing 9th Edition Text</em> – 9781496349323</td>
<td>Lab Pack (can only be purchased from the book store)</td>
<td>ATI and Lippincott</td>
</tr>
<tr>
<td><em>Ricci/Kyle Maternity/Peds 3rd Edition Text</em> - 9781451194005</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Videbeck Psychiatric Nursing 8th Edition Text</em> – 9781975116378</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Marquis Leadership 10th Edition Text</em> – 9781975139216</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIFORM</th>
<th>OTHER EQUIPMENTS</th>
<th>COMPUTER SYSTEM NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Wallace State Nursing Royal Blue Uniform with the Wallace State Patch on left chest</td>
<td>Simple Watch with a second hand (No I-watches), Face Mask</td>
<td>Computer Access (No Chrome Books)</td>
</tr>
<tr>
<td>Official Wallace State Nursing Lab Coat with the Wallace State Patch on upper left sleeve (optional)</td>
<td>Stethoscope Hand sanitizer</td>
<td>Reliable Internet Connection</td>
</tr>
<tr>
<td>Black or white Wallace State Nursing approved Nursing shoes</td>
<td>Bandage scissors</td>
<td>Web Cam</td>
</tr>
<tr>
<td>Socks to match shoe color</td>
<td>Badge holder</td>
<td></td>
</tr>
<tr>
<td>White Underneath Shirt (Strongly recommended)</td>
<td>Penlight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blood Pressure cuff</td>
<td></td>
</tr>
</tbody>
</table>
N 209 Fall 2020 Orientation Agenda

Date: TBA
Time: TBA
Location: Virtual

Tentative Course Calendar Review

Course Expectations

Navigate ATI, Vsims, and Prep U

Bring a blank notebook, calculator, and pencil/pen

Resource: https://www.registerednursern.com/nursing-videos/

Complete www.wallacestate.edu/nursing click on Level 1 Math Packet (Answers are in the back of the packet)

Dosage Calculation Review (all routes, IV secondary, IV push, and peds dosage calculations)

Books and Resources List

- N 209 Lab Pack –can be purchased from the bookstore-Required New!
- ATI books and resources will be provided
- Prep U codes for Brunner for one year- Required New!
- Taylor/Lillis/Lynn Fundamentals of Nursing Text, 8th edition (could use used books or FA Davis)
- Weber Health Assessment in Nursing Text , 6th edition (Could use used book)
- Brunner & Suddarth's Textbook of Medical-Surgical Nursing, 14th edition (Could use used book)
- Ricci/Kyle-Maternity and Pediatric Nursing, 3rd edition (Could use used book)
- Videbeck -Psychiatric Mental Health Nursing, 8th edition (Could use used book)
- Huston (Marquis)- Leadership Roles and Management Functions in Nursing, 10th edition (Could use used book)
- Hinkle- Med-Surge V sim for one year- Required new!
**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>
</tr>
</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>
</tr>
<tr>
<td>CornerStone</td>
<td><a href="http://www.mycornerstoneloan.org">www.mycornerstoneloan.org</a></td>
<td>1-800-663-1662</td>
</tr>
<tr>
<td>COSTEP</td>
<td><a href="https://costep.myedloan.com">https://costep.myedloan.com</a></td>
<td>1-877-292-8639</td>
</tr>
<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>
</tr>
<tr>
<td>EDGEducation Loans</td>
<td><a href="https://edgeducationloans.myedloan.com">https://edgeducationloans.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>
</tr>
<tr>
<td>ESA/Edfinancial</td>
<td><a href="http://www.edfinancial.com/DL">www.edfinancial.com/DL</a></td>
<td>1-855-337-6884</td>
</tr>
<tr>
<td>FedLoan Servicing (PHEAA)</td>
<td><a href="http://www.myfedloan.org">www.myfedloan.org</a></td>
<td>1-800-699-2908</td>
</tr>
<tr>
<td>Granite State – GSMR</td>
<td><a href="http://www.gsmr.org">www.gsmr.org</a></td>
<td>1-888-556-0022</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>KSA Servicing</td>
<td><a href="http://www.ksa.myedloan.com">www.ksa.myedloan.com</a></td>
<td>1-877-292-4825</td>
</tr>
<tr>
<td>MOHELA</td>
<td><a href="http://www.mohela.com">www.mohela.com</a></td>
<td>1-888-866-4352</td>
</tr>
<tr>
<td>Nelnet</td>
<td><a href="http://www.nelnet.com">www.nelnet.com</a></td>
<td>1-888-486-4722</td>
</tr>
<tr>
<td>OSLA Servicing</td>
<td><a href="http://www.osla.org">www.osla.org</a></td>
<td>1-866-264-9762</td>
</tr>
<tr>
<td>Sallie Mae</td>
<td><a href="http://www.salliemae.com">www.salliemae.com</a></td>
<td>1-800-722-1300</td>
</tr>
<tr>
<td>VSAC Federal Loans</td>
<td><a href="http://www.vsaedfederalloans.org">www.vsaedfederalloans.org</a></td>
<td>1-888-932-5626</td>
</tr>
</tbody>
</table>

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.
  - 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 student 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

Revised 07.02.2020
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 – Wednesday......................................................8:00 a.m. – 5:00 p.m.
Thursday ........................................................................7:30 a.m. – 4:30 p.m.
Friday ..............................................................................8:00 a.m. – 2:00 p.m.

RECRUITING (Campus Tours)
Wallace State Campus Tours
256.352.8031 or recruiting@wallacestate.edu
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 ....................................................7:30 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. – 8:30 p.m.
Friday ..............................................................................7:30 a.m. – 2:00 p.m.
Saturday ........................................................................8:00 a.m. – 2:00 p.m.

SPECIAL HOLIDAY HOURS
(Lion Central, Cashier, Bookstore)
Monday, Sept. 7 (Labor Day) ..............................................College Closed
Wednesday, Nov. 11 (Veteran’s Day) .................................College Closed
Monday-Wednesday, Nov. 23-25 ...............................7:30 a.m. – 4:00 p.m.
Thursday-Friday, Nov. 26-27 ..............................................College Closed
Monday-Tuesday, Dec. 21-22 ..............................................7:30 a.m. – 4:00 p.m.
Wednesday, Dec. 23-Friday, Jan. 1 .................................College Closed
SPECIAL HOURS ONEONTA
Friday, Aug. 14 ............................................................... Closed

You are invited to attend the Fall 2020 Lions’ Pride! Lions’ Pride is our new-student orientation where you will meet with an advisor, register for classes, and learn more about Wallace State.

As we adapt to COVID-19, Lions’ Pride will be held virtually through Zoom. A general information session for all students will be held at 9 a.m., June 8 and follow-up sessions based on your major will be held through June 12, featuring breakout rooms for small-group advising.

Register below for the general session and breakout session based on your major.

MONDAY, JUNE 8
• 9 a.m. General Sessions for ALL Students
• 12:00 p.m. - Dental Hygiene, Dental Assisting, Child Development, Polysomnography
• 2:30 p.m. – Diagnostic Imaging, Sonography, Pharmacy Technician

TUESDAY, JUNE 9
• 9:00 a.m. – Nursing
• 12:00 p.m. – Physical Therapy Assistant, Medical Assisting, Emergency Medical Services
• 2:30 p.m. – Occupational Therapy Assistant, Health Information Technology/Coding, Respiratory Therapy

WEDNESDAY, JUNE 10
• 9:00 a.m. – Business, Paralegal, Computer Science
• 12:00 p.m. – Criminal Justice, Graphic Art & Design, Music, Dance
• 2:30 p.m. – Welding, Building Construction, Engineering Technology

THURSDAY, JUNE 11
• 9:00 a.m. – Automotive Service, Collision Repair, Flight, Mechatronics/Electronics
• 12:00 p.m. – Salon & Spa, HVAC/R, Agriculture/Horticulture
• 2:30 p.m. – Diesel Technology, Machine Tool Technology, Culinary Arts

FRIDAY, JUNE 12
• 9:00 a.m. Engineering Transfer, Pre-Professional Transfer, General Studies, Undeclared
• 12:00 p.m. – Education Transfer, Poultry Science, General Studies, Undeclared

Register Here
www.wsccalumni.org/lpfall2020

Revised 07.02.2020
Wallace State Community College is an open admissions institution. All students who have earned a high school diploma or GED are eligible for admission. In addition to an application for admission, students are required to supply the College with an official copy of their high school transcript or official copy of their GED scores. Students transferring from another college must submit an admissions application and an official copy of their transcript(s) from each college they have attended; in addition to their high school transcripts or GED scores if they did not complete a baccalaureate degree. Transient students must submit a transient letter from their home institution stating the courses they will be allowed to take in addition to an application for admission, Proof of ID, and Residency Form.

Graduates from a non-accredited high school with a diploma demonstrating successful completion of a course of study on the secondary level based upon the Carnegie units required by the state education agency at the time of the award (currently 24) are eligible for admission. If the above requirements are not met, the student must take a GED test.

Special requirements may apply to International Students seeking admission. International students must submit official transcripts, an I-20 Form, TOEFL scores, declaration of responsibility statement, proof of insurance, and all appropriate admissions forms. Further information is available in the college catalog.

Accelerated high school students who have completed the tenth grade, have the required GPA, and are recommended by the local principal may enroll at Wallace State only in postsecondary courses for which high school prerequisites have been completed. Exceptions may apply for students documented as “gifted and talented” according to the standards included in the State Plan for Exceptional Children and Youth.

Visit Lion Central in the Bailey Center, or call 256.352.8236 or email lioncentral@wallacestate.edu for information about general admission.

DUAL ENROLLMENT 256.352.8050

The Dual Enrollment/Dual Credit High School program allows eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and receive both high school and college credit. The student must be in grade 10, 11 or 12, have the required GPA; and obtain written approval of the Principal and Superintendent.

Contact the Dual Enrollment office at 256.352.8050, 256.352.8051, 256.352.7844 or 256.352.7807, or email Rachael Howze at rachael.howze@wallacestate.edu, for information about Dual Enrollment, Fast Track Academy, Fast Track for Industry, and the new Fine and Performing Arts Academy.

Visit www.wallacestate.edu/programs/dual-enrollment for more information.

Online Resources

myWALLACE STATE

➤ 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.
Getting Started at Wallace State

1. Apply for Admission, click on myWallaceState.
2. See Admissions Eligibility for Required Documentation.
3. Proof of identification: According to State Board Policy 801.01, for admission to an Alabama Community College System institution, all new students as of Spring 2009 semester must have on file in Admissions either; (1) one primary form of photo documentation, such as an unexpired Driver’s License, or (2) two secondary forms of documentation, acceptable alternate photo ID.
4. Submit high school transcripts and transcripts from other colleges.
5. Apply for financial aid: Visit the Financial Aid section of the website for complete information.
6. All students must have appropriate placement scores in math and English. The ACCUPLACER assessment exam will determine placement in math and English classes. If you received a score of 17 or higher on ACT English and math, you are exempt from this test. You may also be exempt based on courses taken and grades earned in high school. See your advisor for information or the Advising Office located in the Bailey Center Lobby.
7. Attend Lion’s Pride. This is designed to inform you about the policies, procedures and opportunities that await you as a Wallace State student.
8. First time students are encouraged to meet with an advisor for initial registration. To schedule non-traditional/distance education advising services for online students who are out-of-state or cannot access traditional advising services, please call the Advising Center at 256.352.8040.
9. Log onto your myWallaceState account. Visit www.wallacestate.edu, click on myWallaceState – then select the appropriate option.
10. Register for Classes: Take a look at the schedule for the semester you want to register. There you will find a listing of classes offered, registration schedule and other useful information. View your DegreeWorks education plan to determine classes that you have completed or need to take. You will register for classes on your myWallaceState account.
11. Pay tuition and fees either online from your myWallaceState account or at the Cashier’s Office located in the James C. Bailey Center.
12. Get your Lion Card and parking decal at Lion Central located in the lobby of the Bailey Center. You will need your unexpired driver’s license and vehicle tag number in order to receive a parking decal. You will need proof of identification to receive your Lion Card.
13. Purchase books. The Campus Bookstore is located next to the Student Center.
14. Go to classes! See important attendance requirements in the Financial Aid section of this schedule. See Building Codes and Campus Map at the back of the schedule.

Register Online

2. After logging in you may be prompted to change your pin.
3. Click on the Student Tab and then Registration
4. Click on Add/Drop Classes. You can enter the Course Reference Number (CRN) or Class Search.
5. After selecting your classes click submit.
6. To view/print your class schedule: Go to Student Tab; Registration; Student Schedule
7. Students should make a payment in full or they will be auto-enrolled in the Tuition Payment Plan

WHAT ARE MINI TERMS?

Mini Term I: Aug. 17-Oct. 9; Mini Term II: Oct. 14-Dec. 16

Mini Terms are offered each semester to allow students 1) the opportunity to complete courses in less time than a regular full term, and 2) to start a class or add extra classes mid-semester. Students wishing to accelerate completion of their degree might choose, for example, to complete ENG 101 during Mini Term I and ENG 102 during Mini Term II, so that both classes are done in one semester. Fall and Spring Mini Terms are typically 8 weeks and 6 weeks in the Summer due to the shorter semester. Be sure to talk to your advisor if you have questions about scheduling.

NOTE: Students are encouraged to register for Mini Term II Classes during Registration June 16th to Aug 21st. Students using financial aid may not be awarded additional funds if registration for Mini Term II is completed after May 22nd.
Students receiving financial aid should read the following information carefully:

Dropping a course prior to October 28, 2020 will result in a recalculation of a student’s federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation could affect the amount of the financial aid award and may result in a balance owed to the college.

Dropping all classes prior to October 28, 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 October 28, 2020 or if the student quits attending classes prior to October 28, 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 August 5, 2020.

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, August 28, 2020. If you are registered in classes that begin later than August 24, 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. Students that register for courses in subsequent terms after August 23, 2020 may not be eligible to receive additional financial aid coverage if they have previously registered for the term This includes Pell Grant and Direct Loans. Please check with the Financial Aid Office before adding these.

Attendance Verification:
Removal for classes with no AV can affect eligibility for Financial Aid and the award amount. 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 2020-2021 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 2020-2021 (fall 2020, spring 2021, summer 2021) Pell Grants must complete the forms with 2018 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 fall 2020 Financial Aid is June 1, 2020.

Completed Financial Aid paperwork must be submitted to the Financial Aid Office and Admission requirements (ID, residency, transcripts, etc.) by the deadline of June 1 in order for funds to be available for fall 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
Below are the Payment Due Dates for the WSCC Payment Plan.

**FALL 2020 - REGISTRATION (August 13) - Initial payment due daily**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<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>$133.00</td>
<td>$25</td>
<td>$50</td>
<td>Aug. 12, Sept. 22, Oct. 20</td>
</tr>
</tbody>
</table>

**FALL 2020 - LATE REGISTRATION (August 14-21) - Initial payment due daily**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<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>$133.00</td>
<td>$25</td>
<td>$50</td>
<td>Sept. 22, Oct. 20</td>
</tr>
</tbody>
</table>

**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.

**WSCC 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 WSCC Payment Plan, which will include a $25 enrollment fee. See detailed information on Page 8.

**Payment Plan Due Dates - Fall 2020**

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

**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 (August 17-December 16)**

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Through August 16</td>
</tr>
<tr>
<td>75%</td>
<td>August 17-August 23</td>
</tr>
<tr>
<td>50%</td>
<td>August 24-August 30</td>
</tr>
<tr>
<td>25%</td>
<td>August 21-September 6</td>
</tr>
<tr>
<td>0%</td>
<td>After September 6</td>
</tr>
</tbody>
</table>

**Mini Term I - 4 weeks (August 17-October 9)**

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Through August 16</td>
</tr>
<tr>
<td>75%</td>
<td>August 17-August 20</td>
</tr>
<tr>
<td>50%</td>
<td>August 21-August 24</td>
</tr>
<tr>
<td>25%</td>
<td>August 25-August 28</td>
</tr>
<tr>
<td>0%</td>
<td>After August 28</td>
</tr>
</tbody>
</table>

**Mini Term II - 4 weeks (October 14-December 16)**

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Through October 13</td>
</tr>
<tr>
<td>75%</td>
<td>October 14-October 17</td>
</tr>
<tr>
<td>50%</td>
<td>October 18-October 21</td>
</tr>
<tr>
<td>25%</td>
<td>October 22-October 25</td>
</tr>
<tr>
<td>0%</td>
<td>After October 25</td>
</tr>
</tbody>
</table>

**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.

**NOTE**: Insurance fees are non-refundable.

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.

**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.

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

Cashier: 256.352.8141

Revised 07.02.2020
WSCC Payment Plan, which will include the earliest due date, they will automatically be enrolled in the WSCC Payment Plan, which will include a $25 enrollment fee.

**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.

**FALL 2020 - PRIORITY REGISTRATION (June 16-August 12)**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Payment Schedule</td>
<td>WSCC Payment Plan</td>
</tr>
<tr>
<td>Payment Amount of Balance Due</td>
<td>Payment Due Date</td>
</tr>
<tr>
<td>100%</td>
<td>Aug. 12</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FALL 2020 - REGISTRATION (August 13)**

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

**FALL 2020 - LATE REGISTRATION (August 14-21)**

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

**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 Fall Semester. All students wanting to utilize their accommodation for priority registration must make the appointment and have documentation on file before Wednesday June 10. 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.

**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.

*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 canceled, 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.
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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**Fall Semester Dorm Rates**
- $1,400 Double Occupancy
- $11.48 Double Occupancy Prorated Rate
- $2,800 Single Occupancy
- $22.95 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.

**Fall Schedule Meal Plan**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals Per Week</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan A</td>
<td>8</td>
<td>$850</td>
</tr>
<tr>
<td>Plan B</td>
<td>12</td>
<td>$1,050</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$13.38 Prorated Rate</td>
</tr>
</tbody>
</table>

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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**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.

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**Bookstore Information**

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**Wallace State**


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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**www.wallacestate.edu/residence-halls**
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 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 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 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 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 college financial aid department to determine impact on SAP.

FREE Tutoring
256.352.7821

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.

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!
**Student Resources**

**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
www.wallacestate.edu/student-services/free-tutoring

**MOTHERS' 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 or call 256.353.8199.

**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)**

**FREE COUNSELING SERVICE**
David A. Smith, M.S., LPC-S located in the Bailey Center, 3rd Floor - Office 306.
Office Hours: Monday through Thursday, 7 am to 5 pm; call 256.352.7423, david.smith@wallacestate.edu
Completely Confidential, 20+ years Experience, No Problem Too Big or Small.

Find more at www.wallacestate.edu/current-students