



Application Packet for Allied Health and Nursing
For Fall 2018 Applicants

GENERAL INSTRUCTIONS:

Please read and review the entire packet, instructions and forms thoroughly as the process has changed from previous years.

The application packet will be accepted until 4:30 PM, February 1, 2018.

It is the applicant's responsibility to include ALL information and documents in a large, sealed envelope (8 ½ x 11 or 9 x 13) on or before the deadline.

You must submit ALL required application materials for EACH of the programs you have chosen to apply. You are required to choose a minimum of two, or a maximum of three programs. When the same information is requested for two programs, it can be noted as, "see page ___." Documents for program preference one will be at the beginning of the packet, then those for program preference 2...

Number each of your pages.

Use a divider page between each of your program preference documents, stating the program name, i.e. Respiratory Care Technology, or Nursing, etc.

Use the common Allied Health and Nursing programs checklist page as a guide for the order you of documents. For instance, the cover sheet will be your page 1, followed by the common programs checklist, transcripts, etc.

Sample packets are available for review in Student Services at each campus.

Completed packets/folders may be submitted in one of two ways: **DO NOT FAX OR EMAIL.**

Mailed to:

Susan E. Wolford, Administrative Associate
School of Allied Health and Nursing
Building C, Room 333
Southern West Virginia Community and Technical College
P.O. Box 2900
Mt. Gay, WV 25637

Or hand delivered to Susan Wolford, Room 333, Building C, Logan campus.

Allied Health and Nursing Application Cover Sheet

2018

PRINT CAREFULLY: Do not leave blanks. N/A if not applicable.

Name: Last _____ First _____ Middle _____

Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Cell? Home? or Work? (Best one to reach you)

E-mail: Southern: _____

Non-Southern email: _____

Southern ID: _____ (Contact Student Records if you do not have one)

Are you a U.S. Citizen? ___ Yes ___ No Under immigration and naturalization service's rules, Southern is not an institution certified to receive international students.

Are you a Veteran? ___ Yes ___ No

Applicants are required to indicate a minimum of two or a maximum of three program choices, ordering them according to preference with 1 your first, 2 your second and 3 your third choice.

_____ Health Information Management, Online (program faculty on the Logan Campus)

_____ Medical Assisting, Boone Campus

_____ Medical Assisting, Williamson Campus

_____ Medical Laboratory Technology, Logan Campus

_____ Nursing, Logan Campus

_____ Radiologic Technology, Logan Campus

_____ Respiratory Care Technology, Williamson Campus

_____ Respiratory Care Technology, Wyoming campus

_____ Surgical Technology, Logan Campus

_____ I do not desire to apply to a second allied health or nursing program but will continue to pursue the Health Care Professional degree.

For questions about any program, contact the program coordinator whose email can be found at the link: www.southernw.edu > Programs of Study > Programs.

I have reviewed the requirements for admission, completed the application accurately and included all requested documents, as my signature denotes. I have also read the statements of understanding and FAQ's.

Signature: _____ Date: _____

Incomplete packets may delay review of your application and affect placement in a program.

Common Allied Health and Nursing Programs Checklist

Before submitting your packet, initial each of the following noting item completion.

_____ Print your full name and Southern ID on the front of the envelope.

_____ Allied Health and Nursing Application Cover Sheet (page 1 of this packet)

_____ Common Allied Health and Nursing Programs Checklist (this page)

_____ Evidence of application to and/or acceptance to the College (i.e. acceptance letter from Southern or a copy of your current student ID with S# or proof of Southern email)

_____ Unofficial transcripts from EACH college attended, including Southern. These should include grades through the end of the fall semester prior to application. Unofficial transcripts you print are acceptable but must include courses, grades and GPA. These will be to determine your GPA and if you meet entrance requirements for college math and English.

_____ Official transcripts from EACH college attended, excluding Southern, must be submitted no later than February 1, 2018. These must be sent directly from each previous institution's Registrar's Office to Southern's Registrar's Office either by mail or electronically

_____ High School transcripts attached if no previous college credit

List other institutions attended and initial that official transcripts have been sent to Southern:

_____ 1. _____

_____ 2. _____

_____ 3. _____

_____ Evidence of qualification for college level English or college Math

After attaching the transcripts, attach the following:

If applying to the **Nursing Program**

_____ Submit certified ATI TEAS adjusted individual test score of 60 or higher.

If applying to an **Allied Health program**, add the following

_____ Submit ACT score with all scores (English, Math, Reading and Science scores)
Submit your highest ACT scores. You may submit additional ACT attempts.

Place a divider page between each of your program preference documents, stating the program name like, Respiratory Care Technology, or Nursing, etc.

Sample application packets are available for review in Student Services at each campus.

Selections to each allied health or nursing program is competitive, and based on ACT total of scores or ATI TEAS score respectively. The higher your score, the higher you rank.

Preferences may not be changed once the packet has been submitted.

The number of applicants selected for each program is determined by the program faculty and is based on accreditation or state guidelines, industry needs and the job market in the service area.

Packets for those chosen into a program will be reviewed by the program coordinator.

If a name, address, phone or email changes, you must contact the Chair of the Allied Health and Nursing programs, Russell Saunders, by emailing: Russell.Saunders@Southernwv.edu.

Nursing Program Application requirements: (in addition to general admission requirements to Southern)

- Have a cumulative GPA of 2.5 for all previous college level courses or high school GPA if no prior college courses
 - ATI TEAS adjusted individual exam score of 60 or higher.
 - For further instructions on taking the ATI TEAS exam go to the Southernwv.edu website under programs of study -> Nursing program.
 - A certified copy of your score must be attached to your application packet.

Allied Health Programs Application requirements: (in addition to general admission requirements to Southern)

- Have a cumulative GPA of 2.0 minimum for all previous college level courses or high school GPA if no prior college courses)
- ACT scores (scores for English, Math, Reading and Science)

STATEMENT OF UNDERSTANDING

(Do not return this Statement of Understanding –Keep for your information)

I understand the following:

1. It is my responsibility to contact the Registrar at 304.896.7443 to ensure that my official transcripts and records are received, accurate and complete.
2. Travel is required in all Healthcare and Nursing programs. Day, evening, night, and/or weekend clinical rotations may be assigned. All arrangements and expenses are my responsibility.
3. Criminal background checks and drug screens are required at my expense upon acceptance into a program. Payment and testing is required regardless of previous acceptance into a program(s). Previous background checks and drug screens are not acceptable.
4. At the discretion of certifying/licensing agencies, clinical agencies can require the results of background checks, drug screens, or other investigative information and can prohibit access to clinical facilities.
5. I may or may not be allowed to take the appropriate licensure/certification exam after completion of a program if convicted of a felony or misdemeanor.
6. A random drug screen may be requested at any time while in the program. Failure to comply with a request for a drug screen, or a positive or diluted drug screen, or tampering with results, will result in immediate dismissal from the program. Any student in a therapeutic program will be randomly retested.
7. If I have ever received, or am currently receiving, treatment for drug dependency, I must submit a copy of the treatment/record or discharge summary, printed on the facility's letterhead upon tentative admission to an Allied Health or Nursing program.
8. Letters of recommendation **ARE NOT** required and, if submitted, **WILL NOT** be used in the selection process.
9. Applications are not held over from year to year and if I am not admitted I must re-apply. This application supersedes and takes precedence over any previous application produced by the Allied Health and Nursing Programs.
10. Failure to provide any requested information or any proven misrepresentation, dishonesty, deceit, falsification, or omission of information may result in delay of review of the application or dismissal from the college. See grounds for dismissal policy in the academic catalog at Southernwv.edu.
11. If any of the above statements are not fully understood, it is my responsibility to request clarification from the Allied Health and Nursing Programs.
12. Full admission to any Allied Health or Nursing program is contingent upon results of background check, drug screen and physical exam. Some certification agencies may require a pre-ethics review in order to apply for the exam.

Southern West Virginia Community and Technical College is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provisions of its education and employment programs and services.

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

Affirmative Action Officer

Mrs. Melissa Deskins
Interim Director of Human Resources
304.896.7408
Melissa.Deskins@southernwv.edu

Title IX Coordinator

Mr. Damien Williams
Vice President for Student Services
304.896.7427
Damien.Williams@southernwv.edu

Disability Services

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to participate in its programs and services. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities.

Disability Services offers a supportive environment to ensure students with disabilities have equal access to the programs, services and activities offered by Southern. Disability Services provides and coordinates reasonable accommodations and disability-related services, advocates for an accessible learning environment through the removal of physical, informational and attitudinal barriers, and encourages self-advocacy and personal responsibility on the part of students with disabilities.

Immediately following application to Southern, persons with disabilities should contact Disability Services to plan for potential accommodation.

Reasonable and effective academic accommodations are provided on an individual basis and are based upon appropriate documentation of the disability and the significant functional limitations associated with the disability. Students having accommodation needs must:

- schedule an initial interview with the Office of Disability Services
- provide written documentation of disability from an appropriate professional licensed to diagnose such disability
- request services on an academic term basis

This process of providing disability-related services follows guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner.

Information provided regarding Disability Services is considered confidential and is not disclosed without the written permission of the student. For further information contact:

Section 504 Coordinator

Ms. Dianna Toler

Director of Disability and Adult Services

304.896.7315

Dianna.Toler@southernwv.edu

INSTITUTIONAL ACCREDITATION

Southern West Virginia Community and Technical College is accredited by the:

Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Phone: 312.263.0456/800.621.7440

Fax: 312.263.7462

<http://www.hlcommission.org>

PROGRAMMATIC ACCREDITATION

Agencies accrediting specific program offerings at Southern West Virginia Community and Technical College include:

Medical Laboratory Technology

National Accrediting Agency for

Clinical Laboratory Sciences

5600 River Road, Suite 720

Rosemont, IL 60018

Phone: 847.939.3597/773.714.8880

Fax: 773.714.8886

<http://www.naacls.org>

Radiologic Technology

Joint Review Committee on Education

in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312.704.5300

Fax: 312.704.5304

<http://www.jrcert.org>

Nursing

Accreditation Commission for

Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone: 404.975.5000

Fax: 404.975.5020

<http://www.acenursing.org>

Respiratory Care Technology

Committee on Accreditation for

Respiratory Care

1248 Harwood Road

Bedford, TX 76021-4244

Phone: 817.283.2835

Fax: 817.354.8519

<http://www.coarc.com>

West Virginia Board of Examiners

for Registered Professional Nurses

90 MacCorkle Avenue, SW, Suite 203

Charleston, WV 25303

Phone: 304.744.0900 or 1.877.743.6877

Fax: 304.744.0600

<http://www.wvrnboard.com>

Surgical Technology

Commission on Accreditation of

Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Phone: 727.210.2350 Fax: 727.210.2354

<http://www.caahep.org>

Frequently Asked Questions

Question: When is the application available?

Answer: The application is available on the Southernwv.edu website under Application Center about the beginning of October. Additional copies may be found in Student Services of each campus location.

Question: How do I submit my application?

Answer: The 2018 application is submitted by hand delivering the application packet or mailing it to the address given in the general instructions.

Question: When is the deadline for the application packet?

Answer: February 1, 2018.

Question: My ACT scores are already in the system at Southern. Do I need to submit a copy?

Answer: Even if the scores are in the Southern system, you must include all copies.

Question: I took the ACT three times. Do I submit all three?

Answer: Submit the one with the highest total of the four areas- English, Math, Reading and Science. The composite does not factor into the selection process.

Question: I am waiting for my copy of transcripts from X college. Should I turn in what I have so far?

Answer: No. All documents must be turned in at the same time, in one envelope.

Question: Do I have to choose a second program?

Answer: Yes. Because the selection process is so competitive you may not be accepted this year. In this case, we suggest you have a second program in mind or at least consider pursuing an associate of science, arts or health care professional degree.

Question: What ATI TEAS score do I need?

Answer: A TEAS Score of 60 or higher.

Question: Do I submit my ATI TEAS score separately?

Answer: No. Your certified ATI TEAS score must be attached with your packet at the time of submission.

Question: I am applying to the nursing program. Do I need my ACT scores?

Answer: Only if you are applying to an allied health program as your second choice or for eligibility in Math and/or English.

Question: I am applying to the nursing and radiologic technology programs. What GPA do I need?

Answer: A GPA of 2.5 or higher is needed for the nursing program, while a 2.0 or higher is needed for the allied health programs.

Question: What qualifies me for college-level English?

Answer: You must have a passing grade of D or higher in an equivalent English course from Southern or another college; OR document an ACT score of 18 or higher; OR an Accuplacer score of 88 in sentence skills AND 79 in reading.

Question: I have passed MT 121A with a D. Does that qualify me for college-level math?

Answer: Yes. A D in MT 121A means you passed a college-level math course. Remember that most allied health and nursing programs require you to pass with a grade of C or higher in all program courses. Each program may require a different math course. Student who earn a D in MT 121A are eligible for re-enrollment in MT 121A or direct enrollment into MT 121.

Frequently Asked Questions

Question: I am taking MT 121A this coming spring. Can I still apply?

Answer: No. You must show completion of MT 121A with a D or higher by the time the application is submitted.

Question: Where can I find a complete list of placement scores required for entrance into college-level math and English courses?

Answer: The 2017-2018 academic catalog lists placement standards on pages 19-20.

Question: Why do I need to have my transcripts sent from other colleges by February 1?

Answer: This gives Southern's Registrar's office time to review them as possible transfer credit and to calculate cumulative GPA.

Question: What is the S number?

Answer: The S number is your student ID number assigned by Southern. It is not your social security number.

Question: I cannot find my ACT results.

Answer: You can access ACT results with [the direct link to the ACT](http://www.act.org/content/act/en/students-and-parents.html).

<http://www.act.org/content/act/en/students-and-parents.html> You can request past results and register for a new test here.

Question: Which pages of the application do I return?

Answer: You complete and return page 1 (the cover page) and page 2 (common allied health and nursing programs checklist),