

MEDICAL ASSISTING

**Fall Semester 2012
Admission Policies and Procedures**

WAYNE COMMUNITY COLLEGE

This information supersedes all previously published information.

Apply September 6, 2011 – April 26, 2012 for earliest consideration.
Applications received after April 26, 2012 will be considered on a monthly basis.
Applicants may apply for only one limited health occupations program per semester.

**MEDICAL ASSISTING
FALL 2012 ADMISSIONS POLICIES AND PROCEDURES**

**INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY
PUBLISHED INFORMATION**

Thank you for your interest in the Medical Assisting (MA) program. We will begin accepting applications for the fall semester class of 2012 MA program starting **September 6, 2011**. Deadline for a completed application folder is **April 26, 2012 by 4:00 p.m.** Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Admission to the Medical Assisting program is a selective process, based on the highest point count.

Please use the following checklist to ensure you complete the admissions requirements.

You will need to complete and submit the following to the Office of Admissions and Records:

- _____ 1. Completed application must be submitted to the Office of Admissions and Records along with the Letter of Understanding. **A faxed application and Letter of Understanding will not be accepted.**

Note: If you are planning to take the general education requirements for Medical Assisting in a semester prior to Fall 2011, also submit a general application to the college for either Associate in Arts or Associate in General Education to the Office of Admissions and Records.

Undocumented Immigrants

- Federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants shall not be considered a North Carolina resident for tuition purposes. Undocumented immigrants must be charged out-of-state tuition whether or not they reside in North Carolina.
- Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when there are space limitations.

- _____ 2. Request that an official high school transcript or equivalent be sent to Wayne Community College. Also request that an official transcript from **ALL** post secondary schools, colleges and/or universities be sent to Wayne Community College. These transcripts **must** be requested by you and must be received by WCC in order to complete your application. (Note: An official transcript is one that is sent by one school, college or university to another. The official transcript has the school's seal and the appropriate signature. **A faxed copy is not considered to be an "official" transcript**). If you are enrolled in the Fall 2011 semester, you will need to send an updated transcript by the April 26th deadline. If you have any Advanced Placement (AP), CLEP or DANTES credit, you must request the scores to be sent directly from the testing company.

It is the applicant's responsibility to make sure that all transcripts are up to date and on file with the Admissions Office by the published deadline. Failure to submit all transcripts to the Admissions Office by the published deadline will result in removal of the application from consideration or the applicant's dismissal from the program.

NOTE: Students with foreign transcripts must complete at least eight (8) semester hours of college credit (**not including pre-curriculum courses**) from an American regional accrediting agency. Of these eight (8) semester hours, there must be at least three (3) hours of life science, biology or chemistry. **No transfer credit will be accepted from institutions not accredited by an American regional accrediting agency.**

3. Take the placement tests (Accuplacer/CPT, ASSET or COMPASS) and meet the required minimum scores necessary for the Medical Assisting program or complete the listed courses, or their equivalent, with a grade of C or better, or submit official SAT or ACT results. Test scores must be within 3 years of the program starting August 2012. Accuplacer/CPT, ASSET and COMPASS placement tests taken before August 2009 must be retaken for a program starting August 2012. Official placement scores can be sent from another school. **Note:** Official placement scores are ones that are sent by one school, college or university to another. Official placement scores are sent in a sealed envelope. Courses or minimum scores on the SAT or ACT OR minimum cut off scores on the placement tests are:

<u>Accuplacer/CPT</u>		<u>ASSET</u>		<u>COMPASS</u>	
Reading	80* or	Reading	41* or	Reading	81*
Writing	86** or	Writing	41** or	Writing	70**
Arithmetic	55*** or	Numerical	41*** or	Pre-Algebra	47***

OR

<u>SAT</u>		<u>ACT</u>	
Reading	500 or	Reading	19
Writing	500 or	Writing	19
Mathematics	500 or	Math	22

OR

COURSEWORK COMPLETION WITH C OR BETTER

*RED 090 (or ENG 111)

**ENG 090, 090A (or ENG 111)

***MAT 060 (or higher) **OR** DMA 01 through DMA 03 with a minimum grade of P **OR** equivalent scores for DMA 01 through DMA 03 on math diagnostic test

It is highly recommended that applicants take the Accuplacer/CPT Arithmetic and achieve a score of 55, the ASSET Elementary Algebra and achieve a score of 41, the COMPASS Algebra and achieve a score of 46, or the equivalent scores for DMA 01 through DMA 03 on the math diagnostic test in order to place directly into MAT 110.

Note: Fall applicants will not be interviewed, tested or otherwise processed from November 28 – January 27 or from April 30 – June 1. Please plan accordingly.

4. Submit documentation of medical experience (copy of a transcript, copy of a certificate, a license or a listing on registry) as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or II or Phlebotomy (submission of medical experience is optional).

- _____
5. Complete an **official** interview* for Medical Assisting with a WCC Student Development/Counseling Services counselor in the Wayne Learning Center Building for a referral to the Admissions Committee for the year of the application. If the counselor does not have your Medical Assisting folder available to review with you at this interview, you must pick up your folder in the Admissions Office and take it to the counselor. A Statement of Verification will be completed at this interview.

*You will know your interview is **official** if your pink copy of the Student Admission Report (SAR) has a check beside "Refer to Admissions Committee".

- _____
6. Complete an interview with the Medical Assisting program director in the Pine Building. This interview is scheduled by the Office of Admissions and Records.

Applicants desiring to be considered at the first Admissions Committee meeting must complete and submit all of the above information to the Office of Admissions and Records by the application deadline date, **April 26, 2012 by 4:00 p.m.** Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Please do not call for results after the Admissions Committee meetings. Letters will be sent to all applicants considered for the program notifying them of their status.

Note: Please do not send letters of recommendation. They are not considered by the Admissions Committee.

Prior to final acceptance, applicants should submit results of a physical exam and the required immunization records on the Student Medical Form as determined by a physician, physician assistant or nurse practitioner. Health forms will be provided by WCC after your conditional acceptance to the Medical Assisting program.

All applicants should read the Wayne Community College General Catalog 2011-2012 for the following information: policies on advanced placement, transfer of credits and experimental learning, number of credits to complete the program, policies and processes for withdrawal and for refund of tuition/fees.

Criminal Background Checks and Drug Testing

Affiliating health care agencies with which the college has contracted to provide clinical experiences for Medical Assisting students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. In the event that a positive history is identified, the clinical agencies will determine if the student is allowed in the agency for clinical learning experiences. When a clinical agency does not allow the student in the agency for clinical learning experiences, the student will not be allowed to progress in the curriculum. Refusal to submit to testing or background checks will result in dismissal from the program.

A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver based upon mitigating circumstances.

ADMISSION CRITERIA FOR MEDICAL ASSISTING ADVANCED STANDING

Students applying for Advanced Standing must complete the admissions process as stated in the Medical Assisting Admissions Policy and Procedures package. The following criteria will be used to select applicants for admission to the Wayne Community College Medical Assisting program for Advanced Standing.

- 1. ACCUPLACER/CPT, ASSET or COMPASS PLACEMENT TEST:** Must meet the required minimum score for Medical Assisting. Test scores must be within 3 years of program start date (5/12). Accuplacer/CPT, ASSET or COMPASS placement tests taken before May 2009 must be retaken for a program starting Summer 2012. Completion of RED 090 (or ENG 111), ENG 090, 090A (or ENG 111) and MAT 060 (or higher) with a C or better will satisfy the placement test requirement. Official placement scores can be sent from another school. **(Note: Official placement scores are ones that are sent by one school, college or university to another. Official placement scores are sent in a sealed envelope. A faxed copy is not considered to be "official" placement scores).**

- 2. GRADES FROM COMPLETED COLLEGE COURSE WORK:** The following courses or equivalents will be considered. All course work must be completed with a C or better.

ACA 111	College Student Success
BIO 163	Basic Anatomy and Physiology
ENG 111	Expository Writing
ENG 114	Professional Research and Reporting
MAT 110	Mathematic Measurement
MED 121	Medical Terminology I
MED 122	Medical Terminology II
MED 130	Administrative Office Procedures I*
MED 134	Medical Transcription
OST 131	Keyboarding
OST 136	Word Processing
PSY 150	General Psychology

* May be taken upon permission of the program director.

3. SPACE AVAILABLE

MEDICAL ASSISTING ADMISSION RATING TOOL

Enclosed in this package of information is the Admission Rating Tool used by the Medical Assisting program staff, counselor and the Admissions Committee to select applicants for the Medical Assisting program. A point count tool was developed as an objective means of evaluating applicants. (See next page.) It is the total rating score that is used in the selection process.

This tool was developed as an objective means of evaluating applicants. Criteria used to select applicants for admission to the Wayne Community College Medical Assisting program are: (Part I) Placement Test Scores or Course Equivalent – RED 090 (ENG 111), ENG 090 & 090A (ENG 111) and MAT 060 (or higher) with a grade of C or better. No admission points are awarded for this section. (Part II) GPA from College/High School/GED Transcripts and (Part III) Medical Experience.

Your admission rating is confidential information. At no time and with no exceptions will your admission rating be discussed with anyone other than yourself. **PLEASE DO NOT CALL TO INQUIRE ABOUT YOUR POINT COUNT.** There will be no discussion of point count totals by phone.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING ADMISSION RATING**

Applicant Name: _____
Date Reviewed: _____

Datatel #: _____
Reviewed by: _____

PART I College Placement Tests (Minimum scores must be attained. Not used for ranking purposes).

Accuplacer/CPT

Reading 80 _____ or
Writing 86 _____ or
Arithmetic 55 _____ or

ASSET

Reading 41 _____
Writing 41 _____
Numerical 41 _____

COMPASS

Reading 81 _____ or
Writing 70 _____ or
Pre-Algebra 47 _____ or

SAT

Reading 500 _____
Verbal 500 _____
Math 500 _____

ACT

Reading 19 _____ or
English 19 _____ or
Math 22 _____ or

**COURSEWORK COMPLETION
WITH C OR BETTER**

RED 090 (ENG 111) _____
ENG 090, 090A (ENG 111) _____
MAT 060 (or higher) _____

PART II College or High School/GED Transcripts

If applicant has completed at least **12 semester hours** (or equivalent) of college credit from an accredited institution, then college transcripts will be evaluated. If not, then high school transcripts or GED scores will be used. **(Maximum of 8 points).**

College Overall GPA _____ (1-4)
(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

College Science GPA _____ (1-4)
(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

OR High School Overall GPA _____ (1-4)
(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

High School Science GPA _____ (1-4)
(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

OR GED Overall Score _____ (1-4)
(225-249)=1 (250-274)=2 (275-299)=3 (300+)=4

GED Science Score _____ (1-4)
(45-49)=1 (50-54)=2 (55-59)=3 (60+)=4

Total Part II _____

PART III Medical Experience (copy of a transcript, copy of a certificate, a license or a listing on registry). **(Maximum of 2 points).**

EMT (Basic, Intermediate, Paramedic), Nursing Assistant (I or II) or Phlebotomy **2 points**

Total Part III _____

Total Score (Maximum 10 points) _____

MEDICAL ASSISTING

Official Program Description registered with the N.C. Department of Community Colleges:

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, and billing and collections; coding medical records, transcribing and computer operations; and processing telephone calls, correspondence, reports and manuscripts. Clinical and laboratory aspects of instruction include preparing patients for examination and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

The Wayne Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB – AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756, (727) 210-2350. Graduates are eligible to sit for the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Individuals desiring a career in Medical Assisting should take biology, mathematics and keyboarding/computer courses prior to entering the program.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

All students in the Medical Assisting Program are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor in conjunction with the Medical Assisting program director and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required. Students with a disability should see the Disability Services Counselor in the Student Development/ Counseling Services Office.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

Standard	Examples of Necessary Behaviors (not all inclusive)
Interpersonal abilities sufficient to interact with co-workers, patients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Collect and document assessment data. Explain treatment procedures. Obtain and disseminate information relevant to patient care and work duties.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas. Utilize basic mathematical skills.
Physical abilities sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies.	Move around and within an exam room. Administer CPR. Transfer patients from stretchers and wheelchairs to OR exam table and back.
Gross and fine motor abilities sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments. Lift, transfer, and position mobile and immobile clients. Lift and carry at least thirty (30) pounds of weight safely.
Auditory ability sufficient to monitor and assess health needs.	Hear patients, cries of distress, sound of instruments and equipment being properly utilized, monitor vital signs.
Visual ability sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety.	Observe client responses such as skin color and facial expression. Monitor vital signs. Reads records. Observe color involved in specimen testing.
Tactile ability sufficient for assessment, and performance of medical office/clinical procedures.	Perform palpation techniques (venipuncture).
Emotional stability and mental alertness in performing in the medical assisting role.	Maintain a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues.
Olfactory ability sufficient to perform medical office/clinical procedures.	Distinguish drugs and liquids or chemicals.

WAYNE COMMUNITY COLLEGE

COMMUNICABLE DISEASE POLICY OF STUDENTS

Wayne Community College is committed to assuring, as far as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information:

A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community.

A student who knows, or has a basis for believing that he/she has a communicable disease or has been exposed to a communicable disease that may pose a threat to others, has an obligation to conduct him/herself in accordance with such knowledge, so as to protect him/herself and others. In respect, a curriculum student should report this information to the Department Head for the program in which he/she is enrolled, and a continuing education student should report this information to his/her Program Coordinator. All information will be kept confidential except to those persons determined by the appropriate Department Head/Program Coordinator as having a need to know. These persons will be informed after the student is advised that such action will be taken.

A person who may pose a threat to others will be assessed by a licensed healthcare provider (physician, nurse practitioner or physician's assistant) in keeping with current standards, requirements and recommendations of the Center for Disease Control (CDC) and the Occupational Safety and Health Act (OSHA). The evaluation of the student must include a statement of his/her health status as it relates to his/her ability to safely accomplish the objectives of the declared program of study. Decisions regarding the student's enrollment or access to facilities and/or services on campus will be made based on the recommendations of the licensed healthcare provider.

Students enrolled in the following programs must comply with additional policies related to their risk of exposure to blood or other infectious body fluids: Dental Hygiene, Dental Assisting, Associate Degree Nursing, Practical Nursing, Nurse Aide, Medical Assisting, Pharmacy Technology, Phlebotomy, Emergency Medical Services, Early Childhood, Basic Law Enforcement Training, Forestry (optional); and courses in biology and physical education. Orientation to the aforementioned programs and courses will include established policies and procedures.

Reference: WCC Student Handbook 2011-2012

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING**

	CONTACT HOURS CLASS	LAB	CLINICAL	SEM. HOURS CREDIT
<u>FIRST SEMESTER</u>				
ACA 111 College Student Success	1	0	0	1
BIO 163 Basic Anatomy and Physiology	4	2	0	5
ENG 111 Expository Writing	3	0	0	3
MAT 110 Mathematical Measurements	2	2	0	3
MED 110 Orientation to Medical Assisting	1	0	0	1
MED 121 Medical Terminology I	3	0	0	3
OST 131 Keyboarding	1	2	0	<u>2</u>
				18
<u>SECOND SEMESTER</u>				
ENG 114 Professional Research and Reporting	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
MED 130 Administrative Office Procedures I	1	2	0	2
MED 134 Medical Transcription	2	2	0	3
OST 136 Word Processing	1	2	0	2
PSY 150 General Psychology	3	0	0	<u>3</u>
				16
<u>SUMMER TERM</u>				
MED 140 Exam Room Procedures I	3	4	0	5
MED 150 Laboratory Procedures I	3	4	0	<u>5</u>
				10
<u>THIRD SEMESTER</u>				
MED 131 Administrative Office Procedures II	1	2	0	2
MED 240 Exam Room Procedures II	3	4	0	5
MED 250 Laboratory Procedures II	3	4	0	5
MED 272 Drug Therapy	3	0	0	<u>3</u>
				15
<u>FOURTH SEMESTER</u>				
MED 118 Medical Law and Ethics	2	0	0	2
MED 232 Medical Insurance and Coding	1	3	0	2
MED 260 Medical Clinical Externship	0	0	15	5
Humanities/Fine Arts Elective	3	0	0	3
MED 264 Medical Assisting Overview	2	0	0	<u>2</u>
				14
TOTAL CREDIT HOURS				73

Effective Fall 2006

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING
ESTIMATED COSTS**

<u>TUITION:</u>	PER SEMESTER
In-State	
\$66.50/Semester Hour* (Full-time = 16 hours)	\$1,064.00
Student Activity Fee	\$ 30.00
Technology Fee	<u>\$ 16.00</u>
	\$1,110.00
Out-of-State	
\$258.50/Semester Hour*	\$4,136.00
Student Activity Fee	\$ 30.00
Technology Fee	<u>\$ 16.00</u>
	\$4,182.00
Textbooks**	\$400.00
<u>OTHER COSTS:</u>	ONE TIME FEE
Health/Medical Requirements***	
Physical Exam	\$35.00 - \$120.00
Hepatitis vaccine	\$90.00 - \$150.00
Uniforms	\$150.00
Shoes	\$60.00
Equipment	
Watch (with second hand)	\$25.00
Stethoscope	\$30.00
Criminal Background Check	\$21.00 (minimum)
Drug Screen	\$40.00
Graduation (Cap and Gown)	\$25.00
Application for AAMA Certification Exam	\$125.00

* Tuition is based on the 2011 – 2012 school year tuition rates. This is subject to change.

** Cost of books is constantly changing. Costs vary, according to number of courses taken each semester. This estimate is for Medical Assisting courses only.

*** Costs vary, depending on health care provider and insurance coverage.

**MEDICAL ASSISTING
LETTER OF UNDERSTANDING**

NAME _____ SS# _____

I affirm that all information submitted during the general and/or allied health application process(es) is true and complete to the best of my knowledge. I affirm that I have read and understand the Medical Assisting program admission policies and procedures as stated by Wayne Community College in the Medical Assisting Fall Semester 2012 Admission Policies and Procedures packet at: <http://www.waynecc.edu/admissions/allied-health/uploads/medical-assisting.pdf>.

I understand that it is my responsibility as an applicant to submit all the necessary admission requirements prior to the deadline and that failure to comply with all application requirements will result in removal from consideration or dismissal from the program. (Please refer to the application package for more detailed information.)

I understand that no exceptions to the policies and procedures will be granted.

**INITIAL APPLICATION DEADLINE – MEDICAL ASSISTING
April 26, 2012 by 4:00 p.m.**

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled.

After reading the above statement, please sign, date and return with your application.

Signature _____ Date _____

Note: Your application will not be processed without this signed statement.

**Please be sure to inform the Office of Admissions and
Records if your address or telephone number changes.**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR ADMISSION/READMISSION



Do Not Write In This Space
 R _____
 T _____

NOTICE TO APPLICANT: The information that you provide below will be placed in our master file. If any of this data changes, you must notify the Office of Admissions and Records immediately. Information on race and sex is requested for data gathering purposes only. Disclosure of social security number is voluntary and is used to verify the identity of an individual. Answer all questions completely and accurately. Use your legal name. Incomplete forms may delay your acceptance. Please print or type.

Last Name Jr./Sr./III		First	Middle	Former
Address		City		State Zip
County of legal residence		State of legal residence	Country of legal residence	
Home Telephone ()	Work Telephone ()	Social Security Number	College ID Number (If applicable)	
Birth Date	Ethnicity and Race Birth _____ Place _____ Hispanic or Latino If no, choose one or more ___ White ___ Black or African American ___ Asian ___ Yes ___ No ___ Native Hawaiian or Other Pacific Islander ___ American Indian or Alaska Native			
Sex ___ M ___ F	E-Mail Address:	Year and term entering 20 ___ ___ Fall ___ Spring ___ Summer	I plan to attend ___ Full-Time ___ Part-Time	
Enrolling as ___ Freshman ___ Transfer ___ Returning WCC Student				
Last term registered at WCC _____ Name last enrolled under _____				
Long-term goal at WCC? (Check One) ___ To obtain an Associate Degree, Diploma or Certificate ___ To enhance job skills in present field of work ___ To enhance employment skills for a new field of work ___ To take courses to transfer to another college ___ To take courses for personal enrichment or interest		U.S. Citizen ___ Yes ___ No If no, a) give country of citizenship _____ b) immigration status _____		
Employment status while attending WCC ___ Retired ___ Unemployed - not seeking employment ___ Unemployed - seeking employment ___ Employed 1-10 hours per week ___ Employed 11-20 hours per week ___ Employed 21-39 hours per week ___ Employed 40 or more hours per week		Indicate if any of the following apply to you: ___ Retired Military ___ Active Duty Military ___ Dependent of Active Duty Military ___ Department of Defense Employee		
Highest educational level completed (Check one) ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___ GED ___ 13 Adult High School Diploma ___ 14 Post High School Vocational ___ 15 Associate Degree ___ 16 Bachelor's Degree ___ 17 Master's Degree or Higher				
High school last attended		City	County	State
___ Yes, I graduated Graduation Date or Last Date of Attendance: Month _____ Day _____ Year _____				
___ I received an Adult High School Diploma	School	State	City	Date Received
___ I received the GED	School	State	City	Date Received
___ I am currently enrolled in high school	School	State	City	Date Received

_____ INITIAL HERE

IF YOU ARE APPLYING TO A CURRICULUM PROGRAM, PLEASE COMPLETE THE ITEMS BELOW.

All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the Program. Financial aid and VA benefits will not be approved until all official transcripts are on file.

Colleges Attended	City	County	State	Date Last Attended

Curriculum to which you are applying: (See back page) _____

6-Digit Curriculum Code _____

_____ INITIAL HERE

Programs Offered at WCC

(Enter both the program to which you are applying and the program code on the first page of the form, question number 18.)

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

- * A25100 - Accounting
- A15100 - Agribusiness Technology
- A15280 - Applied Animal Science Technology
- # A45110 - Associate Degree Nursing
- A60160 - Automotive Systems Technology (ATEP)
- A60160A - Automotive Systems Technology (ASEP)
- A60200 - Aviation Systems Technology
- A20100 - Biotechnology
(Collaborative with Pitt Community College)
- * A25120 - Business Administration
- A2512G - Bus. Ad./Operations Management
- A60130 - Collision Repair and Refinishing Technology
- * A25260 - Computer Information Technology
- A50210 - Computer-Integrated Machining
- * A55180 - Criminal Justice Technology
- * A5518A - Criminal Justice Tech./Latent Evidence
- # A45260 - Dental Hygiene
- * A55220 - Early Childhood Education
- A40200 - Electronics Engineering Technology
- A55420 - Emergency Preparedness Technology
- A15200 - Forest Management Technology
- * A55280 - General Occupational Technology
- * A25200 - Healthcare Management Technology
(Collaborative with Pitt Community College)
- A45380 - Human Services Technology
- * A50240 - Industrial Systems Technology
- A40320 - Mechanical Engineering Technology
- # A45400 - Medical Assisting
- * A25310 - Medical Office Administration
- * A25340 - Networking Technology
- * A25370 - Office Administration
- A55440 - School Age Education
- A25450 - Simulation and Game Development
- A40370 - Sustainability Technology
- A15410 - Sustainable Agriculture
- A15420 - Turfgrass Management Technology

DIPLOMA PROGRAMS

- D15100 - Agribusiness Technology
- D35100 - Air Conditioning, Heating, and Refrigeration Technology
- D15280 - Applied Animal Science Technology
- D60130 - Collision Repair and Refinishing Technology
- * D25120 - Business Administration
- * D25260 - Computer Information Technology
- D50210 - Computer-Integrated Technology
- D55140 - Cosmetology
- # D45240 - Dental Assisting
- D25310 - Medical Office Administration/Medical Coding
- D25310MT - Medical Office Administration/Medical Transcription
- D25370 - Office Administration
- D45580 - Pharmacy Technology
- # D45660 - Practical Nursing
- * D50420 - Welding Technology

CERTIFICATE PROGRAMS

- C15100 - Agribusiness Technology
- C40370A - Alternate Energy Certificate
- C15280 - Applied Animal Science Technology
- C60130B - Autobody Non-Structural Repair
- C60130A - Autobody Refinishing
- C60130C - Autobody Structural Repair
- * C55120 - Basic Law Enforcement Training

- C50210A - Basic Machining Certificate
- * C2512G - Business Administration/Operations Management
- C60160B - Chassis Certificate
- C50210B - CNC Programming Certificate
- C50210C - CNC Operator Certificate
- C50210D - Computer-Aided Manufacturing Certificate
- * C25260SO - Computer Information Technology/Software Applications
- * C25260SY - Computer Information Technology/Microcomputers/Systems
- C50210E - Coordinate Measuring Machine Certificate
- C55140 - Cosmetology
- C55180 - Criminal Justice Technology/Management Certificate
- C40320A - Drafting Certificate
- C60160D - Drivetrain Certificate
- C55220A - Early Childhood Administrator's Certificate
- C55220B - Early Childhood Certificate
- C55220C - Early Childhood Special Needs Certificate
- C60160E - Electrical Certificate
- C55420 - Emergency Preparedness Technology/Management Certificate
- C4037A - Energy Management Certificate
- C60160C - Engine Performance Certificate
- C40370G - Green Construction Certificate
- C50240IC - Industrial Controls Certificate
- * C50240 - Industrial Systems Technology
- * C55290 - Infant/Toddler Care
- C50240MM - Maintenance Management Certificate
- C50240MS - Mechanical Systems Certificate
- * C25310MI - Medical Office Administration/Medical Insurance
- C50420MG - Mig Welding Certificate
- * C25340 - Networking Technology Certificate
- * C25340RS - Networking Technology/Routing and Switching
- * C25370MA - Office Administration/Microsoft Applications
- # C45600 - Phlebotomy
- C50420S - Stick Welding Certificate
- C50420TG - Tig Welding Certificate
- C40320B - Tool Design Certificate
- C15420 - Turfgrass Management Technology

ASSOCIATE IN GENERAL EDUCATION DEGREE

- A10300 - Associate in General Education

ASSOCIATE IN ARTS, AND SCIENCE DEGREE PROGRAMS (TRANSFER)

- * A10100 - Associate in Arts
- * A10400 - Associate in Science

DIPLOMA PROGRAMS

- * D10100 - Associate in Arts
- * D10400 - Associate in Science

OTHER PROGRAMS

- T90980 - Dual Enrolled (High School)
- T90930 - Early College High School
- T90970 - Huskins (High School)
- T90910 - Innovative High School
- T90920 - Learn and Earn Online
- T90990 - Special Credit

Limited admissions programs which require a separate application. Contact the Office of Admissions and Records for additional admissions requirements and specific application dates.

* Classes for these programs are also offered in the evening as well as during the day.

Wayne Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 with questions about this college's accreditation.

Wayne Community College is committed to providing students, employees and visitors with a clean, safe and healthy environment. As of August 1, 2009, the Wayne Community College campus is tobacco free.

The College's annual security report is available online at www.waynec.edu/administration/security/securityreport or in the Office of Security and Public Safety.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all courses be accessible to all qualified students. It is the student's responsibility to make his or her disability known sixty days prior to enrollment. The student must request academic adjustments by contacting the Disability Services Counselor at ext. 223.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at www.ed.gov/policy/gen/guid/fcpo/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services. The Wayne Community College Annual Security Report is available at <http://www.waynec.edu/administration/security/securityreport/> and printed copies are available from the security department.