

# **PHLEBOTOMY**

**Spring Semester 2012  
Admission Policies and Procedures**

## **WAYNE COMMUNITY COLLEGE**

This information supersedes all previously published information.

**Apply September 6, 2011 – November 3, 2011 for earliest consideration.**  
Applications received after November 3, 2011 will be considered on a monthly basis. Applicants may apply for only one limited health occupations program per semester.

**PHLEBOTOMY  
SPRING 2012 ADMISSIONS POLICIES AND PROCEDURES**

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

Thank you for your interest in the Phlebotomy program. We will begin accepting applications for the Spring Semester 2012 Phlebotomy program starting **September 6, 2011**. The deadline for a completed application folder is **November 3, 2011 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 Phlebotomy program is a selective process, based on 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 Phlebotomy in a semester prior to Spring 2012, 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 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 Phlebotomy program or complete the listed courses or their equivalents, with a grade of C or better. Test scores must be within 3 years of the program start date (1/12). Accuplacer/CPT, ASSET or COMPASS placement tests taken before January 2009 must be retaken for a program starting the Spring 2012 semester. Official placement test scores can be sent from another school. **Note:** Official placement test scores are ones that are sent by one school, college or university to another. Official placement test scores are sent in a sealed envelope. Courses and minimum cut-off score on the placement tests are:

<b><u>Accuplacer/CPT</u></b>			<b><u>ASSET</u></b>			<b><u>COMPASS</u></b>		
Reading	80*	or	Reading	42*	or	Reading	81*	
Writing	65**	or	Writing	36**	or	Writing	28**	
Arithmetic	55***	or	Numerical	41***	or	Pre-Algebra	47***	
<b>OR</b>								
<b><u>SAT</u></b>						<b><u>ACT</u></b>		
Critical Reading	500	or	Reading	19				
Writing	500	or	English	19				
Mathematics	500	or	Math	22				
<b>OR</b>								

**COURSEWORK COMPLETION  
WITH C OR BETTER**

\*RED 090 (or ENG 111)

\*\*ENG 080 (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.

4. Submit documentation of medical experience (copy of a transcript, copy of certificate or license) as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or Nursing Assistant II (submission of medical experience is optional).
5. Complete an **official** interview\* for Phlebotomy 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 Phlebotomy interview folder available to review with you at this interview, you must pick up this 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 Admissions Report (SAR) has a check beside "Refer to Admissions Committee".

6. Complete an official interview with the Phlebotomy program director in the Pine Building. This interview is scheduled by the Office of Admissions and Records.

All of the above information must be completed by and submitted to the Office of Admissions and Records by the application deadline date, **November 3, 2011 by 4:00 p.m.** to have your application considered at the first Admissions Committee meeting. Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their regularly scheduled monthly meetings until the program is filled. Please do not call for results after the Admission 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 as determined by a physician, physician assistant or nurse practitioner. Health forms will be provided by WCC after your conditional acceptance to the Phlebotomy program.

All applicants should read the Wayne Community College General Catalog 2009-2010 for the following information: transfer of credits, number of credits to complete the program, policies and processes for withdrawal and for refund of tuition/fees.

### **Criminal Background Check**

Affiliating health care agencies with which the college has contracted to provide clinical experiences for Phlebotomy 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.

## PHLEBOTOMY ADMISSION RATING TOOL

Enclosed in this package of information is the Admission Rating Tool used by the Phlebotomy program coordinator, counselor and the Admissions Committee to select applicants for the Phlebotomy 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 Phlebotomy program are: (Part I) Placement Test Scores or Course Equivalent – RED 090 (or ENG 111), ENG 080 (or 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 or 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  
PHLEBOTOMY 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 65 \_\_\_\_\_ or  
Arithmetic 55 \_\_\_\_\_ or

**ASSET**

Reading 42 \_\_\_\_\_  
Writing 36 \_\_\_\_\_  
Numerical 41 \_\_\_\_\_

**COMPASS**

Reading 80 \_\_\_\_\_ or  
Writing 28 \_\_\_\_\_ or  
Pre-Algebra 44 \_\_\_\_\_ or

**SAT**

Critical Reading \_\_\_\_\_  
Writing \_\_\_\_\_  
Math \_\_\_\_\_

**ACT**

Reading 19 \_\_\_\_\_ or  
English 19 \_\_\_\_\_ or  
Math 22 \_\_\_\_\_ or

**COURSEWORK COMPLETION  
WITH C OR BETTER**

RED 090 (or ENG 111) \_\_\_\_\_  
ENG 080 (or 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 the most recent 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) or Nursing Assistant (I or II) **2 points**

**Total Part III** \_\_\_\_\_

**Total Score (Maximum 10 points)**

## **PHLEBOTOMY**

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

The Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of vein puncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

### **Certificate Awarded:**

A certificate of Phlebotomy is awarded by the College upon completion of the program.

## PHLEBOTOMY OUTLINE

			Contact Hours	Sem. Credit Hours
FIRST SEMESTER				
PBT	100	Phlebotomy Technology	7	6
PBT	101	Phlebotomy Practicum	9	3
PSY	101	Psychology	3	<u>3</u>
Total Credit Hours				12

**WAYNE COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM  
TECHNICAL STANDARDS**

All students in the Phlebotomy 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 Phlebotomy 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  
PHLEBOTOMY PROGRAM  
TECHNICAL STANDARDS**

<b>Standard</b>	<b>Examples of Necessary Behaviors (not all inclusive)</b>
<b>Interpersonal abilities</b> 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.
<b>Communication abilities</b> sufficient for interaction with others in verbal and written form.	Collect and document data. Explain procedures. Obtain and disseminate information relevant to patient care and work duties.
<b>Critical thinking ability</b> sufficient for clinical judgment and decision making.	Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas.
<b>Physical abilities</b> sufficient to maneuver in small spaces and reach needed supplies.	Move around and within an exam room. Administer CPR.
<b>Gross and fine motor abilities</b> sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments, manipulate collection tubes and equipment.
<b>Auditory ability</b> sufficient to monitor and assess health needs.	Hears patients, cries of distress, sound of instruments and equipment being properly utilized.
<b>Visual ability</b> sufficient for Phlebotomy, performance of procedures, and maintenance of environmental safety.	Observes client responses such as skin color and facial expression. Read records. Observes color involved in specimen testing.
<b>Tactile ability</b> sufficient for performance of Phlebotomy procedures	Perform palpation techniques (venipuncture).
<b>Emotional stability and mental alertness</b> in performing in the role of a Phlebotomist.	Maintaining a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues.

## **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  
PHLEBOTOMY  
ESTIMATED COSTS**

**TUITION:**

In-State	\$66.50/Semester Hour* (12 semester hours)	\$798.00
	Student Activity Fee	\$ 30.00
	Technology Fee	<u>\$ 16.00</u>
		\$844.00

Out-of-State	\$258.50/Semester Hour* (12 semester hours)	\$3,102.00
	Student Activity Fee	\$ 30.00
	Technology Fee	<u>\$ 16.00</u>
		\$3,148.00

Textbooks\*\* \$100.00

**OTHER COSTS:**

**ONE TIME FEE**

Health/Medical Requirements***		
Physical Exam		\$50.00
Hepatitis vaccine		\$90.00
Uniforms		\$100.00
Shoes		\$60.00
Lab Coat		\$30.00
Name Tag		\$6.00
Criminal Background Check		\$13.00 (minimum)
Drug Screen		\$40.00
Graduation (Cap and Gown)		\$25.00

**NOTE: Financial Aid is not available for this program.**

\* 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 Phlebotomy courses only.

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

**PHLEBOTOMY  
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 Phlebotomy admission policies and procedures as stated by Wayne Community College in the Phlebotomy Spring Semester 2012 Admission Policies and Procedures packet available online at: <http://www.waynecc.edu/admissions/allied-health/uploads/phlebotomy.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 – PHLEBOTOMY  
November 3, 2011 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



**WAYNE** P.O. BOX 8002, GOLDSBORO, NC 27533-8002  
**COMMUNITY COLLEGE** 919-735-5151 • www.waynecc.edu  
 An Equal Opportunity Institution

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
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Address	City	State	Zip
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County of legal residence	State of legal residence	Country of legal residence
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Home Telephone ( )	Work Telephone ( )	Social Security Number	College ID Number (If applicable)
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Birth Date	Ethnicity and Race Birth _____ Place _____ Hispanic or Latino <input type="checkbox"/> Yes <input type="checkbox"/> No If no, choose one or more <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native
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Sex ___ M ___ F	E-Mail Address:	Year and term entering 20 ___ ___ Fall ___ Spring ___ Summer	I plan to attend ___ Full-Time ___ Part-Time
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Enrolling as \_\_\_ Freshman \_\_\_ Transfer \_\_\_ Returning WCC Student

Last term registered at WCC \_\_\_\_\_ Name last enrolled under \_\_\_\_\_

Long-term goal at WCC? (Check One) <input type="checkbox"/> To obtain an Associate Degree, Diploma or Certificate <input type="checkbox"/> To enhance job skills in present field of work <input type="checkbox"/> To enhance employment skills for a new field of work <input type="checkbox"/> To take courses to transfer to another college <input type="checkbox"/> To take courses for personal enrichment or interest	U.S. Citizen ___ Yes ___ No If no, a) give country of citizenship _____ b) immigration status _____ Indicate if any of the following apply to you: <input type="checkbox"/> Retired Military <input type="checkbox"/> Active Duty Military <input type="checkbox"/> Dependent of Active Duty Military <input type="checkbox"/> Department of Defense Employee
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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

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
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\_\_\_ 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.waynecc.edu/administration/security/securityreport](http://www.waynecc.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](http://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.waynecc.edu/administration/security/securityreport/> and printed copies are available from the security department.