

## Admissions

### Admissions Requirements and Procedures

Wayne Community College subscribes to the "open door" policy as set by the North Carolina Community College System. The College will admit all applicants who are high school graduates or equivalent (GED) or eighteen years old or older to some appropriate program. Admission may be directly to a curriculum program or to a program designed to remove any educational deficiencies. High school graduation or equivalent (GED) is required for admission to all associate degree programs. Non-graduates may be admitted to certain diploma or certificate programs. The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Persons wishing to apply for admission to a curriculum program should contact the Office of Admissions and Records, 919-735-5151, for necessary forms and testing/interview appointments. The following items are generally required for all curriculum programs:

1. Application
2. High school transcript
3. GED certification and scores, if high school equivalent
4. College transcripts of all previous work (official copy from each college/university attended)
5. Residence status application
6. Placement test
7. Counselor interview

### ACT or SAT Test Scores

**Dental and Nursing programs that require the ACT or SAT TEST SCORES:** Scores should be submitted to Wayne Community College directly from **ACT** or directly from **SAT** (College Code #3171 for ACT and College Code #5926). Registration information can be obtained from the Office of Student Development/Counseling Services at Wayne Community College, area high school guidance counselors, or from ACT (telephone 319-337-1270 or online at [www.act.org](http://www.act.org)) and from SAT at (telephone 770-908-9737 or online at [www.collegeboard.com](http://www.collegeboard.com)). ACT and SAT scores taken within the last 5 years from other institutions will be considered by the Admissions Committee. The Office of Admissions and Records must receive ACT or SAT prior to the application deadline date.

### Placement Testing

The COMPASS Placement Service by the American College Testing Program (ACT) is administered on campus to all applicants of all programs. This battery consists of tests designed to measure reading, English, and mathematical skills. The college also uses an institutionally-developed assessment to measure computer skills. The results of these tests are used to assist the student and college personnel in planning an appropriate program of study for each student. Students scoring into ENG 080, Writing Fundamentals or RED 080, Introduction to College Reading will be required to take ACA 090 Study Skills. ACA 090 must be completed before registering for ENG 111. Testing sessions are scheduled throughout each semester, and applicants are scheduled in advance for a test date. Placement test preparation guides can be found on the website at: <http://www.waynecc.edu/counseling>. For one-on-one test preparation, contact the Academic Skills Center located on the third floor of the Learning Center Building. See website at: <http://www.waynecc.edu/academic-skills>.

Placement tests for distance education students can be taken at most North Carolina community colleges and many out-of-state colleges. Students with an associate degree or higher, or appropriate college

credit, may be exempt from taking the placement test. Contact the Office of Admission and Records at (919) 735-5151 or by e-mail: [msm@waynecc.edu](mailto:msm@waynecc.edu). Wayne Community College accepts COMPASS, ASSET, or ACCUPLACER scores taken at other colleges. These scores must be less than three years old.

**NOTE:** Effective Fall 2009, Wayne Community College placement test cut scores will change. Students are encouraged to begin required English, reading, math and computer classes as soon as possible.

### Retest Policy

Students may test twice in a six-month period. Students are encouraged to seek remediation before retesting. After the second test, students must wait six months and submit proof of remediation before testing a third time. After the second test, students may also be required to pay a retesting fee. After the third test, a student must wait one year before testing again. Any scores sent from another school will count in this policy.

In an effort to ensure that proper placement is maintained, test scores must be less than three years old. If an applicant/student has placement scores more than three years old and has not completed the appropriate reading, English, math or computer courses, he/she will be required to retest.

### Criminal Records, Drug Testing and Health Screening

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement. Please refer to application policies and procedures packets for specific program requirements available in the Office of Admissions or on the Wayne Community College website at [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth).

### Limited Admission Programs (Allied Health)

Students seeking admission to limited admission programs must complete a separate application and meet additional admission requirements and specific application dates. Application Policies and Procedures packets that include program specific admission process information are available in the Office of Admissions and Records for each limited admission program or on the WCC website [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth).

Applicants to the Allied Health programs must compete for space due to the nature of limited enrollment restrictions. The point system is used for selecting students for each program.

**The information in the Application Policies and Procedures packets for Fall 2009 supersedes all previously published information.** Applicants to limited admissions programs are advised that any attempt to conceal information, supply false information on an application or manipulate the admissions process will, when discovered, result in the immediate withdrawal of any offer of admission to any limited admissions program. If discovered while the individual is a student in a limited admissions program, such actions will result in dismissal from the program. The following programs are limited in the number of students who may be admitted each year:

- Associate Degree Nursing (Registered Nursing)
- Practical Nursing
- Dental Assisting
- Dental Hygiene

Medical Assisting  
Phlebotomy

### ***Associate Degree and Practical Nursing***

The additional requirements for admission to the Associate Degree and Practical Nursing Programs are listed in the Application Policies and Procedures packets and on the WCC website [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth). Also, upon admission to the Nursing Programs, applicants must:

- A. submit verification of physical & emotional health on the Student Medical Form.
- B. submit documentation of required Immunizations.
- C. complete criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the nursing program.

**Note:** An applicant to a nursing program should be aware that a person who has been convicted of or pled guilty to a felony or misdemeanor (other than a minor traffic violation) may not be eligible for licensure by the NC Board of Nursing. The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

### ***Dental Hygiene and Dental Assisting***

The additional requirements for admission to the Dental Hygiene and Dental Assisting Programs are listed in the Application Policies and Procedures packets, and on the WCC website [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth). Also, upon admission to the Dental Programs, an applicant must submit:

- A. verification of physical & emotional health on the Student Medical Form.
- B. documentation of required Immunization.
- C. certification and documentation of having received the first of three required Vaccines for Hepatitis B (prior to new student orientation).
- D. proof of current Health Care Provider CPR certification (AHA recommended).

**Note:** Any candidate for admission to the Dental Hygiene program should be aware that if he or she has been convicted of a felony or a misdemeanor involving moral turpitude or gross immorality the North Carolina Board of Dental Examiners, depending upon the nature of the offense, may choose to deny the candidate licensure to practice Dental Hygiene according to Section 90-30 of the Dental Practice Act of the State of North Carolina.

### ***Medical Assisting***

The additional requirements for admission to the Medical Assisting Program are listed in the Application Policies and Procedures packets and on the WCC website [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth). Also, upon admission to the Medical Assisting Program an applicant must submit:

- A. Verification of physical and emotional health on the Student Medical Form.
- B. Documentation of required Immunizations.

**Note:** Students may be required to complete a criminal background

check and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all MED courses and will not be allowed to progress in the medical assisting program.

**Note:** Any candidate for admission to the Medical Assisting program should be aware that a person 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.

### ***Phlebotomy***

The additional requirements for admission to the Phlebotomy Program are listed in the Application Policies and Procedures packets, and on the WCC website [www.waynecc.edu/alliedhealth](http://www.waynecc.edu/alliedhealth). Also, upon admission to the Phlebotomy Program an applicant must

- A. Submit verification of physical and emotional health on the Student Medical Form.
- B. Submit documentation of required Immunizations.
- C. Complete required criminal background checks and drug testing. Students should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from the PBT courses and will not be allowed to progress in the phlebotomy program.

### ***Review of Applicants to Limited Admission Programs (Allied Health)***

Applicants for the Allied Health programs will be reviewed in stages:

Qualified applicants for each program completing all requirements prior to the Application Deadline (refer to Admissions Policies and Procedures Packet for each program) will be considered for admission by the Admissions Committee at their next scheduled meeting. Qualified applicants submitting applications after the initial date will be considered by the Admissions Committee at their regularly scheduled meetings until such time that the applicable program is filled.

### ***Alternate List (Allied Health)***

Qualified applicants who are accepted after the programs are filled will be placed on an alternate list. A minimum of fifteen persons will be listed in ranked order for the nursing and dental programs, and ten each for the Medical Assisting and Phlebotomy programs. Applicants on an alternate list will be notified if a vacancy arises in the program of their choice for that year.

Applicants applying after the programs are filled, who are qualified, will be considered ONLY if the minimum number of persons on an alternate list has not been met.

Applicants on the alternate list for admission for the current academic year will not be automatically carried over to the following year(s). The applicant must REAPPLY to be considered for admission in the following year(s).

### ***Admissions Committee***

The Admissions Committee will review each completed application for a limited admission program and consider criteria including scores

on placement and other tests, recommendation of the department head, academic achievement, and such other factors as the committee may deem appropriate.

The Admissions Committee will take one of the following actions on each application reviewed:

1. Recommend acceptance to the Director of Admissions and Records.
2. Recommend to the Director of Admissions and Records that the applicant be placed on a waiting list.
3. Defer recommendation to the next meeting of the Admissions Committee.
4. Recommend to the Director of Admissions and Records that the applicant not be accepted.

If a student is not recommended for acceptance, he or she may appeal to the Director of Admissions and Records within 15 days of notification of the Admissions Committee's action. The Director of Admissions and Records will arrange with the chairman of the Admissions Committee for a personal appearance by the applicant before the Admissions Committee at the next meeting. Recommendations made as a result of such appeal shall be final.

### ***Special Studies Students***

A special studies classification is designed for students who want to enroll in courses without completing admissions requirements or declaring a major program of study. Special students are usually permitted to accumulate fifteen (15) semester hours before fulfilling the regular admission requirements. Special Studies students must complete an application, a residence status form, and an interview with a counselor.

If a Special Studies student elects to enroll in a course for which there is a prerequisite, evidence of meeting the prerequisite is required. This evidence includes appropriate placement tests if the student elects to enroll in math, English, reading, computers or any other course requiring these as a prerequisite. Beginning college level courses (examples: English 111, Math 110, Psychology 150) requiring a prerequisite will have the prerequisite(s) waived if the Special Studies student has earned an associate level or higher degree. Special Studies students who have some college credit but no degree will need to have a completed transcript evaluation to determine appropriate prerequisite completion if they want to enroll in course requiring prerequisites. Students will need to request official transcripts to be sent to the Office of Admissions and Records to verify degrees awarded or transfer credit. Special studies students may also have a prerequisite waived if the department/division head in the division in which the course is offered determines that the student has life experiences that supersede the prerequisite. Any waiver of a prerequisite must be accompanied by written approval from the appropriate department/division head.

### ***Provisional Admissions***

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all pre-entrance requirements should be completed in the first semester of attendance. Prerequisites and co-requisites requirements must be met by all students.

### ***Visiting Students***

A visiting student is defined as one who has been admitted to or is currently enrolled at another college/university and wishes to take

a course(s) at WCC. The student must complete an application, a residence status form, and an interview with a counselor. The student must also provide to the admissions office a written statement from a designee of the sending college/university indicating the specific course(s) the student should take. If the recommended course has a prerequisite, the written documentation from the sending institution will act as a waiver for the prerequisite.

### ***Transfer Applicants***

Transfer students may enter Wayne Community College upon meeting requirements as outlined in the Admissions Requirements and Procedures. Official transcripts from all previous colleges/universities must be submitted. Official evaluations will not be processed until all transcripts are received. Credit will be allowed whenever possible.

### ***Transfer of Credits***

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credit Given by Educational Institution published by the AACRAO and similar publications. Credit toward Associate in Applied Science, diploma and certificate programs may be accepted from other agencies at the discretion of the College.

### ***Advanced Placement***

A student who scores 3 or above on the Advanced Placement tests administered by the College Board will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Office of the Director of Admissions and Records for evaluation concerning placement and credit.

### ***High School***

Students entering Wayne Community College from Wayne County Public Schools may be awarded articulated placement credit as provided in an agreement between the College and the school system. Details concerning specific requirements are available from counselors at the high schools or the College.

### ***College Level Examination Program***

Credit may be allowed for up to 18 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

### ***Servicemen's Opportunity Colleges***

Wayne Community College has been designated as an institutional member of Servicemen's Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Wayne Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training

and experience. SOC has been developed jointly by educational representatives of each of the Armed Services, the office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

**Readmission**

Students who have withdrawn in good standing and/or who have not enrolled for a period of five years or more must request readmission status through the Office of Admissions and Records. **Students who have not been active for a period of two years will need to have a new or reassigned advisor.** New copies of previous academic transcripts and placement tests may not be required. Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs. Students who have been suspended for academic or disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with their academic advisor (for academic suspension) and the Vice President for Student Services or the Director of Counseling Services (for disciplinary suspension) prior to registration.

The following items must be completed by the applicant for readmission:

1. Application for readmission.
2. Residence status application.
3. Interview with counselor.
4. Transcripts (high school, new or updated colleges/universities).
5. Any other items currently required of new students that were not required of the applicant at his initial enrollment.

Applicants for readmission to limited admissions programs (Allied Health) must follow the college's admissions procedures, meet the current admissions requirements for the program, submit an updated student medical form, and submit a current criminal background check and drug screen (if required).

**Catalog of Record**

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on his last re-entry date, or a subsequent issue.

**Foreign Student Policy**

Wayne Community College is not approved for attendance of non-immigrant students with F, J, or M visas. Students with other visas will be reviewed by the Office of Admissions and Records on an individual basis.

All other inquiries regarding foreign student enrollment should be directed to the appropriate office. Students wanting to enroll in curriculum courses should contact the Office of Admissions at (919) 735-5151, ext. 238. Students wanting to enroll in continuing education courses

should contact the Office of Continuing Education at (919) 735-5151, ext. 233.

**Expenses**

**Tuition Per Semester**

	In-State	Out-of-State
TUITION .....	\$672.00	\$3,732.80
ACTIVITY FEE .....	20.00	20.00
TECHNOLOGY FEE .....	12.00	12.00
TOTAL .....	\$700.00	\$3,760.80

Tuition for students taking fewer than 16 semester hours is \$42.00 per semester hour for in-state students and \$233.30 per semester hour for out-of-state students. Part-time students enrolled for six or more semester hours credit will be charged a \$20 student activity fee; \$12 technology fee; those enrolled for less than six semester hours will be charged a \$10 student activity fee and a \$6 technology fee. No student activity will be charged during the Summer Term.

**Note:** Tuition is set by State Policy and subject to change without notice.

**Residence Classification for Tuition Purposes**

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. Copies of the applicable law and of regulations for implementation are available for inspection in the Learning Resource Center and may be examined upon request.

In essence, the controlling North Carolina Statute (G.S. 116-143.1) requires that "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes."

**Payment of Fees**

1. Payment dates are listed in the registration instructions published prior to each registration period. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student who has an outstanding balance due to the College is not eligible for registration. This includes any outstanding balance at another institution of the community college system.
3. No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person, so long as the delinquent account is outstanding.

**Refunds**

**Tuition Refund Policy - Curriculum Students**

Effective Fall 1994-95, a refund shall not be made except under the following circumstances:

- \* A 100 percent refund shall be made if the student officially withdraws prior to first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to

insufficient enrollment.

- \* A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- \* For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- \* For contact hour classes, ten calendar days from the date of the first class meeting is the determination date.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the rule.

Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

**Financial Aid Title IV Refund**

If students withdraw or reduce course load during the drop/add period of the semester, they may be required to repay some or all of their student financial aid. If students withdraw from college or cease attending classes prior to the 60% point of the semester, they will be responsible for the repayment of the Federal Pell Grant and any other Title IV grants received. Failure to repay student financial aid can result in a "tagged record". Having a "tagged record" prevents students from receiving financial aid in future semesters.

**Student Activity Fee Refund Policy-Curriculum Students**

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

**Note:** Tuition refunds and student activity refunds will not be considered for amounts of (\$5) or less, except when a course or curriculum fails to materialize; then all the students' tuition and fees shall be refunded.

**Other Expenses**

**Audit Fee** - An audit fee of \$42.00 per semester hour for in-state students and \$233.30 per semester hour for out-of-state students must be paid except in the case of full-time (16 semester hours) students who may audit with no additional charge.

**Credit by Examination** - A fee for credit by examination of \$42.00 per semester hour for in-state students and \$233.30 per semester hour for out-of-state students must be paid except in the case of full-time (16 semester hours) students for whom there would be no additional charge.

**Graduation** - Applicants for graduation must purchase their caps and gowns. These items must be purchased when the application for graduation is processed.

**Insurance** - Student Accident Insurance is now provided for every

student enrolled in a curriculum program at no cost to the students.

**Textbooks and Supplies** - Students must purchase textbooks and other necessary supplies. For their convenience, the College maintains a bookstore where these items may be purchased. The cost of these items varies according to the program of study taken by the student.

**Transcript Fee** - Official transcripts will be prepared upon written request at a cost of \$2 per copy.

**Allied Health Program** - Students admitted to an Allied Health program will have to complete certain additional requirements listed below as they pertain to the specific program.

Criminal Background Check:	\$13.00*
Drug Screen:	\$40.00
Estimated Health/Medical Requirements:	
Physical Exam	\$35.00-\$120.00
Hepatitis Vaccine	\$90.00-\$150.00

\*Cost may be increased depending up residencies in other states.

**Licensure and Examination Fees** - Several of the programs at Wayne Community College lead toward graduation in fields which require an examination or a series of examinations in order to work or practice. National and/or state certification of skills and competencies is important in obtaining employment. The trend in recent years is toward more examinations in more fields. The following information summarizes the current status of examination requirements.

Program	Approximate Examination(s)	Cost
Aviation	Oral & Practical Exams	\$475.00
	FAA Final Written Exams	\$180.00
Air Conditioning & Refrigeration	Refrigeration Exam	\$ 50.00
	Refrigerant Certification	\$ 25.00
Dental Assisting	Dental Assisting National Board	\$225.00
Dental Hygiene	Council of the National Board of Dental Examiners	\$265.00
	NC State Board Exams	\$170.00
	or Regional Boards	\$700.00
Practical Nursing	National Council Licensure Exam-PN	\$308.00
Associate Degree Nursing	National Council Licensure Exam-RN	\$308.00
Phlebotomy	American Society for Clinical Pathology PBT (ASCP)	\$100.00
Medical Assisting Assistants AAMA - CMA (graduating student)	American Association for Medical	\$95.00