

### ***Waiting List (Health Occupations)***

Qualified applicants who are accepted after the programs are filled will be placed on a waiting 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 a waiting 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 a waiting list has not been met.

Applicants on the waiting list for fall admission in one 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, applicant's place of residence, 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***

Students who anticipate enrolling in only a few courses may be admitted as Special Studies students for up to 15 semester hours work. These students need to complete only an application, a residence status application, and an interview with a counselor. If a student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement or permission of the instructor is necessary. This includes testing if the student wishes to enroll in math, English, or reading or any other course requiring either of these as prerequisites.

Students wishing to enroll in more than 15 semester hours of course work in one or more semesters must declare a major and complete all forms and procedures for regular admission unless enrolled in a health-related Special Studies program or unless permission is obtained from the Vice President for Academic Affairs/Student Services. All students who think that they might take more than 15 semester hours at Wayne Community College are urged to complete all admission procedures and declare a major.

### ***Provisional Admissions***

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements should be completed in the first semester of attendance.

### ***Visiting Students***

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. The student needs to complete only an application, residence status application, and an interview with a counselor. A statement from the dean of the student's college must be filed in the admissions office. Visiting students may take approved courses for transfer credits.

### ***Transfer Applicants***

Transfer students may enter Wayne Community College upon meeting requirements as outlined in the admissions requirements and procedures. Official transcripts of all previous college work 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 freshman 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.** Normally, new copies of previous academic transcripts and placement tests are not 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 Associate Vice President for Student Development 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. Any other items currently required of new students that were not required of the applicant at his initial enrollment.

Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs.

**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 on an individual basis.

**Expenses**

**Tuition Per Semester**

	In-State	Out-of-State
TUITION .....	\$608.00	\$3,376.00
FEES .....	16.00	16.00
TOTAL .....	\$624.00	\$3,392.00

Tuition for students taking fewer than 16 semester hours is \$38.00 per semester hour for in-state students and \$211.00 per semester hour

for out-of-state students. Part-time students enrolled for six or more semester hours credit will be charged a \$16 student activity fee; those enrolled for less than six semester hours will be charged a \$8 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. Tuition and fees for each semester are payable on or before the date of registration. 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.