

Section Title	Number	Page
Admitting Curriculum Students	05-0101	1 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

1. PURPOSE:

The purpose of this section is to define the procedures to be followed in admitting students.

2. PROCEDURE:

Admissions Application

Applicants must submit a completed admissions application to the Office of Admissions and Records.

High School Transcript or High School Equivalency

Applicants must request their high school to forward a transcript to the Office of Admissions and Records. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school equivalency must submit a copy of their test scores in lieu of a transcript.

Official College Transcripts (if transfer student)

Applicants must request official transcripts of all course work at post-secondary institutions.

Residence Status Application

Applicants must complete a residence application to determine appropriate rate of tuition.

Section Title	Number	Page
Admitting Curriculum Students	05-0101	2 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

Testing and Counselor Interview

Students entering curriculum programs are generally required to take the COMPASS or ASSET test for placement purposes and have a personal interview with a counselor. Please refer to Entrance Score Requirements and Student Advising Report (SAR).

Limited Admissions Programs

Applicants seeking admission to limited admission programs have some additional requirements.

Dental Assisting and Dental Hygiene

The additional requirements for admission to the Dental Assisting and Dental Hygiene programs are:

- Attainment of minimally acceptable scores on the COMPASS and/or ASSET Placement Service. Please refer to Entrance Score Requirements (05-0504) for placement scores for limited admission programs.

(An applicant who fails to meet the minimum placement test requirements after three attempts will not be considered for admission in either of the Dental programs for a period of one year. The one year waiting period begins with the last date of testing.)

Section Title	Number	Page
Admitting Curriculum Students	05-0101	3 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

Dental Hygiene ONLY: Completion of the ACT Assessment test.

- Completion of an official interview with a student development counselor.
- If accepted into a dental program, completion of a medical history, physical examination, and current CPR Certification prior to new student orientation.

Note: An applicant to the Dental Hygiene program who has been convicted of a felony or a misdemeanor involving moral turpitude or gross immorality may not be eligible for licensure by the N. C. Board of Dental Examiners.

Associate Degree Nursing and Practical Nursing

The additional requirements for admission to Associate Degree Nursing and Practical Nursing programs are:

- Completion of a high school or college chemistry course with a grade of "C" or better within the last ten (10) years.
- Attainment of minimally acceptable scores on the COMPASS or ASSET Placement Service. Please refer to Entrance Score Requirements (05-0504) for placement scores for limited admission programs.

(An applicant who fails to meet the minimum placement test

Section Title	Number	Page
Admitting Curriculum Students	05-0101	4 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

requirements after three attempts will not be considered for admission in the Associate Degree Nursing program for a period of one year. The one year waiting period begins with the last date of testing.

Associate Degree Nursing ONLY: Completion of the ACT Assessment Test

- Completion of an official admission interviews with a student development counselor.
- Verification of physical and emotional health upon admission.
- Immunization history upon admission.

NOTE: An applicant to a nursing program who has been convicted of or pled guilty to a felony may not be eligible for licensure by the N. C. Board of Nursing.

Medical Assisting Technology

The additional requirements for admission to the Medical Assisting Technology program are:

- Attainment of minimally acceptable scores on the COMPASS and/or ASSET Placement Service or the completion of specified courses, or their equivalent, with a grade of "C" or better. Please refer to Entrance Score Requirements (05-0504) for placement scores for limited admission programs.
- Completion of an official interview with a student

Section Title	Number	Page
Admitting Curriculum Students	05-0101	5 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

development counselor and with a medical assisting faculty member.

- Verification of physical and emotional health.

Note: A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA).

Phlebotomy

The additional requirements for admission to the Phlebotomy program are:

- Attainment of minimally accepted scores on the COMPASS and/or ASSET Placement Service or the completion of specified courses, or their equivalent, with a grade of "C" or better. Please refer to Entrance Score Requirements (05-0504) for placement scores for limited admission programs.
- Completion of an official interview with a student development counselor and with the Medical Assisting Program Director.
- Verification of physical and emotional health.

Surgical Technology (offered in collaboration with Lenoir Community College)

The additional requirements for admission to the Surgical

Section Title	Number	Page
Admitting Curriculum Students	05-0101	6 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

Technology program are:

- Attainment of minimally acceptable scores on the ASSET and/or COMPASS Placement Service. Please refer to Entrance Score Requirements (05-0504) for limited admission programs.
- Receipt of three (3) references by former teachers and/or employers (relative must not be used for reference) submitted on the reference forms provided.
- Completion of official interview with a Wayne Community College student development services counselor for referral to the Admissions Committee for the Surgical Technology program.

Prior to final acceptance, applicants who are provisionally accepted must:

1. Complete and submit the Lenoir Community College (LCC) general college application for admission available online at (www.lenoircc.edu) to the LCC Surgical Technology Program Head.
2. Submit official high school and college transcripts to LCC.
3. Submit LCC's Student Medical Form (with required

Section Title	Number	Page
Admitting Curriculum Students	05-0101	7 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

immunizations) to the LCC Community College Surgical Technology Program Head for verification of physical and emotional health.

Transfer Applicants

Transfer students may enter the College upon meeting requirements as outlined in the admissions requirements and procedures. Official transcripts of all previous college work must be submitted to the Office of Admissions and Records as soon as possible. Transfer credit will be allowed whenever possible.

Readmission Procedure

Application for readmission is required of all students for whom five years have elapsed since their last enrollment. Students skipping one or more semesters and planning to re-enter in a new program must complete a Student Information Update Form. Students skipping two years will need to have their advisor updated.

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

Section Title	Number	Page
Admitting Curriculum Students	05-0101	8 of 8
Date Adopted	Approved By President:	Revision Date:
01-23-95 (AC)		12-20-04

not required of the applicant at his/her initial enrollment.

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 during first semester of attendance.

Admission of Visiting Student

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application and a residence status application along with a statement from the dean of students from the current college must be filed in the Office of Admissions and Records. Visiting students may take approved courses for transfer credits.

Admission of Foreign Students

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