



WAYNE COMMUNITY COLLEGE

PHLEBOTOMY

Spring Semester 2016 Admission Policies and Procedures

This application packet can be accessed at :
<http://www.waynecc.edu/wp-content/uploads/phlebotomy.pdf>

This information supersedes all previously published information.

Apply September 1, 2015 – November 19, 2015 for earliest consideration.
Applications received after November 19, 2015 will be considered on a monthly basis.
Applicants may apply for only one limited health occupations program per semester.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://waynecc.edu/gainful-employment/>. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Wayne Community College.

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>. The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

Wayne Community College is a tobacco-free institution.

The College's annual safety and security report is available online at www.waynecc.edu/administration/security/securityreport or in the Office of Campus Police and Security.

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 as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor at [919-739-6729](tel:919-739-6729).

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.

**PHLEBOTOMY
SPRING 2016 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 2016 Phlebotomy program starting **September 1, 2015**. The deadline for a completed application, submission of all transcripts and/or letters verifying non-attendance, and completion of an official interview is **November 19, 2015 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 2016, 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.**

The National Student Clearinghouse is used to verify students' prior enrollment.

3. Take the placement tests (Accuplacer/CPT, ASSET, COMPASS, or NCDAP) 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 five (5) years of the program start date (1/16). Accuplacer/CPT, ASSET or COMPASS placement tests taken before January 2011 must be retaken for a program starting the Spring 2016 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:

Accuplacer/CPT		ASSET		COMPASS		NCDAP	
Reading	80 *	Reading	41 *	Reading	81 *	DRE	151* **
Writing	86 **	Writing	41 **	Writing	70 **	DMA 010	7**
Arithmetical	55 ***	Numerical	41 ***	Pre-Algebra	47 ***	DMA 020	7***
						DMA 030	7***
SAT		ACT					
Critical Reading	500 *	Reading	22 *				
Writing	500 **	English	18 **				
Mathematics	500 ***	Math	22 ***				

Scores with an asterisk can be met with course work.

**COURSEWORK COMPLETION
WITH P OR C OR BETTER**

- * RED 090 or DRE 098 (or ENG 111)
- ** ENG 080 or DRE 098 (or ENG 111)
- *** MAT 060 (or higher) w/ a C or better **OR** DMA 010 through DMA 030 with a grade of P

4. Submit documentation of medical education (copy of a transcript, copy of certificate or license) as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or Nursing Assistant II, or other Certificate, Degree, or Diploma in a Health Science Program. (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 "Yes" under "Refer to Allied Health Admissions Department."

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

All of the requirements must be completed by and submitted to the Office of Admissions and Records by the application deadline date, **November 19, 2015 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 2015 - 2016 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.



ALLIED HEALTH STUDENT ADMISSION REPORT

Wayne Community College
P.O. Box 8002 • Goldsboro, NC 27533-8002
919-735-5151 • www.waynecc.edu
An Equal Opportunity Employer

Student Name: _____
Last
First
Middle
Maiden/Former

Datatel ID Number: _____

Allied Health program applying for:

- | | | |
|---|---|---|
| <input type="radio"/> Associate Degree Nursing
<input type="checkbox"/> Deadline: March 26, 2014 | <input type="radio"/> Licensed Practical Nursing
<input type="checkbox"/> Deadline: April 23, 2015 | <input type="radio"/> Advanced Standing LPN to RN
<input type="checkbox"/> Deadline: November 13, 2014 |
| <input type="radio"/> Dental Hygiene
<input type="checkbox"/> Deadline: March 26, 2014 | <input type="radio"/> Dental Assisting
<input type="checkbox"/> Deadline: April 23, 2015 | <input type="radio"/> Medical Assisting
<input type="checkbox"/> Deadline: April 23, 2015 |
| <input type="radio"/> Phlebotomy
<input type="checkbox"/> Deadline: November 13, 2014 | <input type="radio"/> Pharmacy Technology
<input type="checkbox"/> Deadline: April 23, 2015 | <input type="radio"/> Advanced Standing Medical Assisting
<input type="checkbox"/> Deadline: November 13, 2014 |
| <input type="radio"/> Medical Laboratory Technology
<input type="checkbox"/> Deadline: November 13, 2014 | | |

Admission Readmission

Refer to Allied Health Admissions Department

Yes No

Hold until further action:

- Missing Transcripts per Clearinghouse / personal disclosure
- Old / Incomplete / Missing / Low Test Scores
 Reading _____ English _____ Math _____ CIS 070 _____ ACT/SAT _____
- Missing / not completed chemistry class within ten years of program start date (Nursing only)
- Missing proper work-related experience documentation (DH / DA / Phlebotomy / Pharm Tech / Med Lab Tech / Med Assisting)

It is the student's responsibility to make sure all requirements are met by program deadline.

Counselor Signature _____ Date _____

Student Signature _____ Date _____

WHITE - ADMISSIONS PINK - STUDENT

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 programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

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 <http://www2.ed.gov/policy/gen/guid/fpofee/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1886 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4800 for questions about the accreditation of Wayne Community College.

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 DRE 098 (or ENG 111), ENG 080 or DRE 098 (or ENG 111); MAT 060 (or higher) with a grade of C or better or DMA 010, 020, and 030 with a grade P (No admission points are awarded for this section). (Part II) GPA from College, High School or GED Transcripts and (Part III) Medical Education.

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		ASSET		COMPASS	
Reading	80 _____	Reading	42 _____	Reading	80 _____
Writing	65 _____	Writing	36 _____	Writing	28 _____
Arithmetic	55 _____	Numerical	41 _____	Pre-Algebra	47 _____
SAT		ACT		DMA	
Critical Reading	500 _____	Reading	22 _____	DRE	151 _____
Writing	500 _____	English	18 _____	010	7 _____
Math	500 _____	Math	22 _____	020	7 _____
				030	7 _____

**COURSEWORK COMPLETION
WITH C OR BETTER (OR P)**
 RED 090/DRE 098 (or ENG 111) _____
 ENG 080/DRE 098 (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 Education (copy of a transcript, copy of a certificate, a license or a listing on registry). **(Maximum of 3 points).**

EMT (Basic, Intermediate, Paramedic), Nursing Assistant (I or II),
 or certificate in a Health Science Program **2 points**
 Degree or Diploma in a Health Science Program **3 points**

Total Part III _____

Total Score (Maximum 11 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. (next page)

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY 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 data. Explain procedures. Obtain and disseminate information relevant to patient care and work duties.
Critical thinking ability 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.
Physical abilities sufficient to maneuver in small spaces and reach needed supplies.	Move around and within an exam room. Administer CPR.
Gross and fine motor abilities sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments, manipulate collection tubes and equipment.
Auditory ability sufficient to monitor and assess health needs.	Hears patients, cries of distress, sound of instruments and equipment being properly utilized.
Visual ability 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.
Tactile ability sufficient for performance of Phlebotomy procedures	Perform palpation techniques (venipuncture).
Emotional stability and mental alertness 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 that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan and the Pandemic Preparedness Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease is an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1c)] Communicable Disease shall include, but is not limited to: Chickenpox, influenza, Infectious Mononucleosis, Conjunctivitis, Hepatitis A, B & D, Acquired Immune Deficiency Syndrome (AIDS), Aids-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Whooping Cough, and sexually transmitted diseases.(N.C.G.S. 130A)

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of student's ability to remain in school will be made by the Vice President or Associate Vice President based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the responsible faculty or staff person associated with the WCC activity involving such exposure and to the Student Activities Coordinator and an incident report must be completed.

Reference: WCC General Catalog and Student Handbook 2015-2016, page 163
(<http://www.waynecc.edu/wp-content/uploads/catalog.pdf>)

**WAYNE COMMUNITY COLLEGE
PHLEBOTOMY
ESTIMATED COSTS**

TUITION:

In-State	\$72.00/Semester Hour* (12 semester hours)	\$864.00
	Student Activity Fee	\$ 30.00
	Technology Fee	<u>\$ 16.00</u>
		\$910.00

Out-of-State	\$264.00/Semester Hour* (12 semester hours)	\$3,168.00
	Student Activity Fee	\$ 30.00
	Technology Fee	<u>\$ 16.00</u>
		\$3,214.00

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 & Drug Screen		\$44.00 (minimum)
CPR AHA Healthcare Provider		\$74.00
Graduation (Cap and Gown)		\$39.00

NOTE: Financial Aid is not available for this program.

* Tuition is based on the 2015 – 2016 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 _____ Student ID# or DOB: _____

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 2016 Admission Policies and Procedures packet available online at: <http://www.waynecc.edu/wp-content/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 have read and I understand the Wayne Community College Phlebotomy Program Technical Standards section within this packet.

I have disclosed **all** schools attended and have requested official transcripts from **each** be sent to Wayne Community College. I understand that omissions of **any** school attended is grounds for removal from consideration or dismissal from the program.

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

INITIAL APPLICATION DEADLINE – **PHLEBOTOMY**
November 19, 2015 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

P.O. BOX 8002
 GOLDSBORO, NC 27533-8002
 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	
Address			City	State	Zip
County of legal residence		State of legal residence	Country of legal residence	WCC College ID Number (If Applicable)	
Home Telephone () ()	Work Telephone () ()	Cell Telephone () ()		Social Security Number	
Birthdate	Birthplace	E-mail Address		Sex <input type="radio"/> Male <input type="radio"/> Female	

Ethnicity and Race - Hispanic or Latino <input type="radio"/> Yes <input type="radio"/> No If no, choose one or more: <input type="radio"/> White <input type="radio"/> Black or African American <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or other Pacific Islander <input type="radio"/> American Indian or Alaska Native	Year and term entering 20 _____ <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer I plan to attend <input type="radio"/> Full-Time <input type="radio"/> Part-Time	Enrolling as <input type="radio"/> Freshman <input type="radio"/> Transfer <input type="radio"/> Returning WCC Student Last term registered at WCC _____ Name last enrolled under _____
--	---	--

Long-term goal at WCC? (Select one) <input type="radio"/> To obtain an Associate Degree, Diploma or Certificate <input type="radio"/> To enhance job skills in present field of work <input type="radio"/> To enhance employment skills for a new field of work <input type="radio"/> To take courses to transfer to another college <input type="radio"/> To take courses for personal enrichment or interest	Employment status while attending WCC (Select one) <input type="radio"/> Retired <input type="radio"/> Unemployed - not seeking employment <input type="radio"/> Unemployed - seeking employment <input type="radio"/> Employed 1-10 hours per week <input type="radio"/> Employed 11-20 hours per week <input type="radio"/> Employed 21-39 hours per week <input type="radio"/> Employed 40 or more hours per week	Highest educational level completed (Select one) <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> High School Equivalency <input type="radio"/> 13 Adult High School Diploma <input type="radio"/> 14 Post High School Vocational <input type="radio"/> 15 Associate Degree <input type="radio"/> 16 Bachelor's Degree <input type="radio"/> 17 Master's Degree or Higher
---	---	--

U.S. Citizen Yes No
 If no, a) give country of citizenship _____ b) immigration status _____

Indicate if any of the following apply to you
 Retired Military Active Duty Military Dependent of Active Duty Military Department of Defense Employee

High school last attended _____ City _____ County _____ State _____

Graduation date or last date of attendance: Month _____ Day _____ Year _____ Yes, I graduated No, I did not graduate

<input type="radio"/> I received an Adult High school Diploma <input type="radio"/> I received the High School Equivalency <input type="radio"/> I am currently enrolled in high school	School	City	State	Date received or anticipated
---	--------	------	-------	------------------------------

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.

College attended	City	County	State	Date last attended

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

6-Digit Curriculum Code _____

INITIAL HERE _____

WAYNE COMMUNITY COLLEGE

INFORMATION RELATING TO NORTH CAROLINA RESIDENCE FOR TUITION PURPOSES

North Carolina law (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." The information requested on this form must be supplied by every applicant for admission to WCC. This information is to be used only in connection with determination of your residence status for tuition purposes.

The law requires that every student admitted to the college be classified for the term admitted as either a resident or non-resident for tuition purposes, prior to enrollment. To be classified a resident for tuition purposes, you must furnish such evidence as the college may require to enable it to make such classification. Failure to provide all information requested will result in classification as a non-resident for tuition purposes.

Full Name _____ Social Security Number _____
Last First Former

ANSWER ALL QUESTIONS. PRINT OR TYPE YOUR RESPONSES. (IF NOT APPLICABLE, WRITE N/A.)

1. DO YOU HAVE A VALID ACTIVE DUTY MILITARY ID CARD OR ACTIVE DUTY MILITARY DEPENDENT ID CARD? YES NO
2. DO YOU CLAIM TO HAVE BEEN A LEGAL RESIDENT OF THE STATE OF NORTH CAROLINA FOR A PERIOD OF AT LEAST TWELVE MONTHS IMMEDIATELY PRIOR TO THE DATE OF COMPLETION OF THIS APPLICATION? YES NO

NOTE: If you answer "No" to questions 1 and 2, do not complete the remaining questions. Sign and date the form in the space provided. Otherwise, complete questions 3 through 14. Sign and date the form in the space provided below.

3. Current mailing address _____
(Street, Route, P.O. Box) City State Zip Code

4. Spouse's name _____ Date of marriage _____
5. Father living? YES NO; His Name _____
6. Mother living? YES NO; Her Name _____
7. If your parents are divorced, in whose custody are/were you? _____
8. Name of court-appointed guardian (if applicable) _____
9. If you have a court-appointed guardian, where (place) _____ and when _____ (date) was the appointment made?
10. Have you, your spouse, or either of your parents been in active military service within the past two years? YES NO
11. Check each of the following you have ever done outside North Carolina: Attended post-secondary school _____; worked _____

12. PERMANENT HOME ADDRESS	FROM (DATE)
Yours _____	_____
Spouse _____	_____
Father _____	_____
Mother _____	_____
Guardian _____	_____

13. LAST ADDRESS OUTSIDE NORTH CAROLINA	FROM (DATE)	UNTIL (DATE)
If you have never lived outside North Carolina, please write N/A.		
Yours _____	_____	_____
Spouse _____	_____	_____
Father _____	_____	_____
Mother _____	_____	_____
Guardian _____	_____	_____

14. EMPLOYER (Current or Most Recent)	LOCATION	HOURS PER WEEK	SINCE (DATE)
Yours _____	_____	_____	_____
Spouse _____	_____	_____	_____
Father _____	_____	_____	_____
Mother _____	_____	_____	_____
Guardian _____	_____	_____	_____

IF ADDITIONAL INFORMATION IS NEEDED, THE APPLICANT WILL BE NOTIFIED.

I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed. I hereby acknowledge that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution. I understand that work I complete and submit as a student may be used to assess college general education outcomes. Falsification of admissions documents resulting in incorrect information which could be used in consideration of admission to the college, admission to curriculum programs, or financial aid will result in removal of application from consideration or dismissal from the college/program.

Signature of Applicant _____ Signature of parent or guardian also, if applicant is under 18 years of age _____ Date _____

Programs Offered at WCC

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

College Transfer Programs Awarding Associate in Arts/Science Degrees

Associate in Arts *	AA A10100
Associate in Science	AS A10400

Associate Degree (A), Diploma (D), and Certificate (C) Programs

Accounting *	A A25100
Accounting/Bookkeeping Certificate	C C25100
Agribusiness Technology	A A15100
Agribusiness Technology Certificate +	C C15100
Air Conditioning, Heating and Refrigeration Technology Diploma	D D35100
Comfort Cooling Certificate +	C C35100CC
Heat Pump Certificate +	C C35100HP
Heating Technology Certificate +	C C35100HT
Applied Animal Science Technology	A A15280
Applied Animal Science Technology Certificate +	C C15280
Associate in General Education *	AG A10300
Automotive Systems Technology (ATEP/ASEP)	A A60160
Automotive Systems Technology Diploma	D D60160
Automotive Maintenance and Light Repair Certificate+	C C60160
Aviation Systems Technology	A A60200
Basic Law Enforcement Training Certificate #	C C55120
Biotechnology (Collaborative with Pitt Community College)	A A20100
Business Administration *	A A25120
Business Administration Diploma *	D D25120
Business Administration Certificate +*	C C25120
Business Administration/Operations Management *	A A2512G
Business Administration/Operations Management Certificate +*	C C2512G
Collision Repair and Refinishing Technology	A A60130
Collision Repair and Refinishing Technology Diploma	D D60130
Collision Repair and Refinishing Certificate +	C C60130
Computer Information Technology	A A25260
Computer Information Technology Diploma	D D25260
Software Applications Certificate +*	C C25260SO
Computer-Integrated Machining	A A50210
Computer-Integrated Machining Diploma	D D50210
Basic Machining Certificate	C C50210A
CNC Operator Certificate	C C50210C
CNC Programming Certificate +	C C50210D
Computer-Aided Manufacturing Certificate	C C50210F
Coordinate Measuring Machine Certificate	C C50210E
Intermediate Machining Certificate	C C50210B
Criminal Justice Technology	A A55180
Management Certificate	C C55180
Criminal Justice Technology/Latent Evidence	A A5518A
Criminal Justice Technology/Latent Evidence Certificate +	C C5518A
Dental Hygiene #	A A45260
Dental Assisting #	D D45240
Early Childhood Education	A A55220
Early Childhood Administrator Certificate	C C55220A
Early Childhood Certificate +	C C55220B
Early Childhood Special Needs Certificate	C C55220C
Infant/Toddler Care Certificate +	C C55290
Emergency Management *	A A55460
Management Certificate *	C C55460M
Forest Management Technology	A A15200
General Occupational Technology	A A55280
Healthcare Management Technology (Collaborative with Pitt Community College)	A A25200
Human Services Technology	A A45380
Industrial Systems Technology	A A50240
Industrial Controls Certificate	C C50240IC
Industrial Systems Certificate +	C C50240
Maintenance Management Technology Certificate	C C50240MM
Mechanical Systems Certificate	C C50240MS
Mechanical Engineering Technology	A A40320
Drafting Certificate	C C40320A
Tool Design Certificate	C C40320B
Engineering Technology +	C C40320C

Mechatronics Engineering Technology	A A40350
Mechatronics Engineering Technology Certificate +	C C40350A
Medical Assisting #	A A45400
Medical Laboratory Technology #	A A45420
Medical Office Administration *	A A25310
Medical Coding Diploma *	D D25310
Medical Transcription Diploma *	D D25310MT
Medical Insurance Certificate +*	C C25310MI
Networking Technology	A A25340
Routing and Switching Certificate +	C C25340RS
Nursing #	A A45110
Office Administration *	A A25370
Office Administration Diploma *	D D25370
Office Administration Certificate +*	C C25370
Microsoft Applications Certificate *	C C25370MA
Pharmacy Technology Diploma #	D D45580
Phlebotomy Certificate #	C C45600
Practical Nursing Diploma #	D D45660
School Age Education	A A55440
Simulation and Game Development	A A25450
Simulation and Game Design Certificate +	C C25450
Sustainable Agriculture	A A15410
Sustainable Agriculture Certificate +	C C15410
Sustainability Technology	A A40370
Building Science Certificate +	C C40370D
Energy Management Certificate	C C40370B
Turfgrass Management Technology	A A15420
Turfgrass Management Technology Certificate +	C C15420
Welding Technology Diploma	D D50420
Welding Technology Certificate +	C C50420WT
MIG Welding Certificate	C C50420MG
Stick Welding Certificate	C C50420S
TIG Welding Certificate	C C50420TG
Special Credit	- T90990

College Transfer Pathways for High School Students

Career and College Transfer Pathway Leading to the Associate in Arts	P1012C
Career and College Transfer Pathway Leading to the Associate in Science	P1042C

Career Technical Education Pathway for High School Students

+ Indicates certificates offered as a Career Technical Education Pathway for high school students.

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

*Programs that can be completed online.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://waynecc.edu/gainful-employment/>. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College. The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office. Wayne Community College is a tobacco-free institution. The College's annual safety and security report is available online at www.waynecc.edu/administration/security/securityreport or in the Office of Campus Police and Security. 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 programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729. 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.