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WSCC Department of Nursing Education (DNE)
Important Dates & Information

Required Boot Camp: January 6, 2017 - 8:00 AM - CNS Conference Center

Priority Online Registration begins November 14 2016, per the schedule below:

- 45+ Earned WSCC credit hours November 14
- 30+ Earned WSCC credit hours November 15
- All other students – November 17

The registration process is to be completed by the student. To avoid being purged, tuition must be paid in full by January 3, 2017.

Additional fees included in tuition charges: (Prices are estimates only and are subject to change without notice.

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Course</th>
<th>CR</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>5614 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>04:00pm-09:00pm</td>
<td>W</td>
<td>CNS 334</td>
<td>Walton, Karen E.</td>
<td></td>
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<td>5616 EMS100 Cardiopulmonary Resuscitation I</td>
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<td>T</td>
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<td>Walton, Karen E.</td>
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<tr>
<td>5617 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
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<td>F</td>
<td>TBA</td>
<td>Walton, Karen E.</td>
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</tr>
<tr>
<td>5932 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>TBA</td>
<td>TBA</td>
<td>ONE 103</td>
<td>Walton, Karen E.</td>
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</tr>
<tr>
<td>5615 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>CNS 334</td>
<td>Walton, Karen E.</td>
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</tr>
<tr>
<td>5618 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>TBH 615</td>
<td>Staff</td>
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<tr>
<td>5619 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>TBH 615</td>
<td>Staff</td>
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<tr>
<td>5620 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>TBH 615</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>5621 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>TBH 615</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>5622 EMS100 Cardiopulmonary Resuscitation I</td>
<td>I</td>
<td>09:00am-02:00pm</td>
<td>F</td>
<td>TBH 615</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>
Below Items Due to Department of Nursing (DNE) by January 6, 2017
(With the exception of Background Check and CPR Card – Due Date Noted)

- Copy of Student’s Clinical Portfolio, in a 3-ring binder, which must contain the following items in the order given (example pages of Clinical Portfolio is contained in this packet):
  - Photo of Student
  - Proof of CPR – Copy front and back of current CPR card. Certification must be BLS Provider from American Heart Association or American Red Cross. If you do not have your CPR card, request from your CPR course instructor, a verification email stating the date you are registered for their CPR course. You must have that email sent directly to: Amy.Burtram@wallacestate.edu or Miranda.Smith@wallacestate.edu. CPR card must be obtained no later than March 1, 2017.
  - Copy of major medical health insurance card or letter of verification showing coverage in student’s name.
  - Copy of all pages of completed physical exam form with TB results.
  - Copy of immunization records with titer results - copy of lab report is required if titer is drawn.
  - Background check - Returned as “Clear” by January 3, 2017 (See directions below). Note: A result other than “Clear” on your background check will nullify your acceptance in the nursing program. Please note that it may take 10 or more days to receive your background results. Order background check no later than December 20, 2016 to insure enough time for a cleared background by January 3, 2017.
- Uniform Order– Place order throughWSCC Bookstore.

Physical Exam Instructions

Go to http://www.wallacestate.edu/nursing and click “Physical Form Essential Functions”

Please note: You must print the WSCC Health Division – Physical Examination Form (copy enclosed in this packet) to present to the physician. The Essential Functions information pages will explain the requirements that he/she is checking on the physical form. The physical form is available online at the above website. Please do not call from the physician’s office to have a form faxed; make sure you have a copy with you. Remember, the physical must be completed on the WSCC Health Division - Physical Examination Form.

Verification of immunizations must be included with physical. Types of verification may include copies of immunization certificate, physician records, and/or lab data.
Background Check Directions

Go to http://www.wallacestate.edu/nursing and click “Background Check” – be prepared to pay the $49.00+ fee when initiating the data input (additional locations/states of residence increase charges). Please use credit/debit card for faster results. Background check is required yearly, update fee is $10.00.

Wallace State Community College has partnered with American DataBank to provide background checks for health care students. American DataBank is the premier provider of background checks for the health care industry in the United States.

American DataBank's experienced staff has worked closely with hospitals, colleges, vocational schools, assisted living, child-care and health care staffing agencies to provide a cost-effective and comprehensive background check program for all health care professionals.

Disclosure and Authorization form Instructions - You will be asked to electronically sign a Disclosure & Authorization form.

Ordering your background check is an easy process. The ordering process should take less than 20 minutes.

Before ordering please have the following information ready:

Applicant Information - Please enter your name, date of birth, social security number, phone number, e-mail address and current address.

Residential History - Provide your residential history. Please make sure you provide the correct address and ZIP Code. Use the United States Postal Service ZIP Code reference site for help finding your ZIP Code.

Employment History - Provide your employment history for the previous two years.

Payment - Provide payment for your background check by credit card or money order at the end of this on-line ordering process.

Please prepare all the information indicated in the steps above.

Be sure to complete the online order process within 30 minutes.

For security reasons, our online ordering system will time-out after 30 minutes.

Internet Explorer version 6 or greater, FireFox, Netscape, SeaMonkey, Opera and Camino are recommended.

AOL and MSN web browsers are not supported.
Important Information

Academic Classes – Academics are to be completed in the required sequence within the nursing curriculum (see nursing information packet). It is your responsibility to schedule academics around your nursing schedule. You must also consider clinical requirements when selecting academics due to limited clinical availability.

Change of Information – Any change of information must be reported to the front nursing office, i.e., change of name, address, phone, email, emergency contact name and number. Please ask for the Change of Information form and submit to DNE. We will forward a copy for you to Lion Central.

Emergency Phone Calls – Students will be given messages in Emergency situations only; for emergencies, please call 256-352-8199. Callers must provide current semester of study and block assigned for the student for which the message is intended. Remember, information will change from semester-to-semester and occasionally from week-to-week. Update all parties that may need to contact you in case of an emergency, i.e., childcare situations, sick relatives, etc.

Lab Supply Packs – May be required for some clinical courses and will be available for purchase in the campus bookstore as required.

Nursing Student Handbook - The student handbook is available online on the nursing webpage.

Packets for Nursing Courses – Course/clinical packets are available in each Blackboard shell. Please familiarize yourself with the packet once the Blackboard shell is available.

Scantrons - Do not purchase; Department of Nursing Education conducts computerized testing.

Student Phone – A phone is located in the lobby of the front nursing office for your convenience in contacting your instructor. The instructor’s office number and phone number is located next to the student phone. Dial the four-digit extension and let your instructor know you are in the front lobby; you may not enter the office area without permission. Local calls can be made from this phone as well; dial “9” plus the area code and then the number.

Student Picture ID Badge / “Lion Card” – Please have your ID badge prior to the first day of class. There are several steps in this process: First the student must register and log in to a nursing blackboard shell then present your Nursing ID card request form which will be available in the nursing administration office along with a picture ID (driver’s license, etc.) to Lion Central located on the 1st floor of the Bailey building. Special note: all facial piercings and/or tattoos must be removed and/or covered for photo. Lion Central hours are as follows: Monday – Wednesday 7:30 a.m. – 6:00 p.m., Thursday 7:30 a.m. – 4:30 p.m. and Friday 7:30 a.m. – 2:00 p.m.

Vehicle Hang Tags – All vehicles must be registered; apply after course registration is complete for the semester. You will be given the orange Hang Tag Request Form at orientation which you must complete with the following information: your driver’s license number, vehicle tag number, make, model, color, model year, and student ID#. Please note, you must list every vehicle that you may potentially drive on campus so that it will be registered to your name. Vehicle registration is conducted at Lion Central which is located on the 1st floor of the Bailey Building.
# DNE Instructor’s Office Phone Extensions
(Off-Campus – Dial 256-352-####)
Email – firstname.lastname@wallacestate.edu

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Hoover</td>
<td>Program Director</td>
<td>8411</td>
</tr>
<tr>
<td>Jennifer Dunkle</td>
<td>Administrative Assistant</td>
<td>8411</td>
</tr>
<tr>
<td>Mechelle Baker</td>
<td>Secretary</td>
<td>8199</td>
</tr>
<tr>
<td>Ann Culpepper</td>
<td>Coordinator of Clinical Learning</td>
<td>8066</td>
</tr>
<tr>
<td>Amy Burtram</td>
<td>Clinical Supervisor – E*Value</td>
<td>8062</td>
</tr>
<tr>
<td>Miranda Smith</td>
<td>Clinical Supervisor – E*Value</td>
<td>7868</td>
</tr>
<tr>
<td>Mary Medendorp</td>
<td>Simulation Lab Coordinator</td>
<td>8069</td>
</tr>
<tr>
<td>Tara Richard</td>
<td>NUR 112 Instructor</td>
<td>8070</td>
</tr>
<tr>
<td>Dr. Meredith Hiatt</td>
<td>NUR 112 Instructor</td>
<td>7855</td>
</tr>
<tr>
<td>Alicia Standridge</td>
<td>NUR 112/114/211 Instructor</td>
<td>8203</td>
</tr>
<tr>
<td>Megan Zerillo</td>
<td>NUR 112/115 Instructor</td>
<td>7804</td>
</tr>
<tr>
<td>Janet Brown</td>
<td>NUR 113/114/211 Instructor</td>
<td>8202</td>
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<tr>
<td>Disha Patel</td>
<td>NUR 113/211 Instructor</td>
<td>7870</td>
</tr>
<tr>
<td>Dr. Diane Wilhite</td>
<td>NUR 114 Instructor</td>
<td>8200</td>
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<tr>
<td>Shea Mobley</td>
<td>NUR 114/211 Instructor</td>
<td>8068</td>
</tr>
<tr>
<td>Dr. Donna Lee</td>
<td>NUR 203/204/211/221 Instructor</td>
<td>8201</td>
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<tr>
<td>Katie Roper</td>
<td>NUR 211/221 Instructor</td>
<td>8194</td>
</tr>
<tr>
<td>Susan Copeland</td>
<td>NUR 221 Instructor</td>
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</tr>
<tr>
<td>Karen Walton</td>
<td>BOOST Director</td>
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</tr>
<tr>
<td>Tanya Shearer</td>
<td>BOOST Project Assistant</td>
<td>7857</td>
</tr>
<tr>
<td>Julie Grimes</td>
<td>BOOST Career Coach</td>
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</tr>
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### Standard Nursing Curriculum

**Wallace State Community College – Hanceville**  
**Department of Nursing Education**

<table>
<thead>
<tr>
<th>First Term</th>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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<tbody>
<tr>
<td>BIO 201</td>
<td>Human Anatomy and Physiology I</td>
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<td>1</td>
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<tr>
<td>MTH 100</td>
<td>Intermediate College Algebra</td>
<td>3</td>
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<td>NUR 112</td>
<td>Fundamentals of Nursing</td>
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<th>Course</th>
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<th>Lab</th>
<th>Clinical</th>
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<tr>
<td>BIO 202</td>
<td>Human Anatomy and Physiology II</td>
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<td>1</td>
<td>0</td>
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<td>5</td>
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<tr>
<td>PSY 210</td>
<td>Human Growth and Development</td>
<td>3</td>
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<td>0</td>
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<tr>
<td>NUR 113</td>
<td>Nursing Concepts I</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>8</td>
<td>16</td>
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<th>Third Term (Students are eligible to sit for NCLEX-PN at the completion of the 3rd term)</th>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
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<tr>
<td>SPH 106 or 107 Speech</td>
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<td>0</td>
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<tr>
<td>NUR 114** Nursing Concepts II</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>8</td>
<td>14</td>
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<tr>
<td>NUR 115** Evidence Based Clinical Reasoning</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>BIO 220</td>
<td>Microbiology</td>
<td>2</td>
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<tr>
<td>NUR 211</td>
<td>Advanced Nursing Concepts</td>
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<th>Fifth Term (Students are eligible to sit for NCLEX-RN at the completion of the 5th semester)</th>
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<th>Contact</th>
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<td>HUM/ART Humanities Elective</td>
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<td>NUR 221 Advanced Based Clinical Reasoning</td>
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<td><strong>Fifth Term Totals</strong></td>
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<td>10</td>
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**ADN Program Totals:**  
Total Credit Hours: 67  
Total Contact Hours: 1605 (107 hours x 15 weeks)  
General Education Hours: 28 (41.8%)  
Nursing Hours: 39 (58.2%)  

**PN Program Totals:**  
Total Credit Hours: 46  
Total Contact Hours: 1050 (70 hours x 15 weeks)  
General Education Hours: 21 (45.7%)  
Nursing Hours: 25 (54.3%)  

**Nursing courses offered in the following semesters:**  
SPRING: 112, 113, 115, 211, 221  
SUMMER: 113, 114, 115, 221  
FALL: 112, 114, 115, 211

Applicant must also meet the following admission criteria:
- Be unconditionally admitted to the college.
- Student must be in good standing with the college.
- Receipt of complete nursing application by posted deadline.
- Minimum of 18 ACT composite score National or Residual.
- Maintain a grade of “C” or better in ALL general education and nursing courses. A minimum grade of 75 constitutes a “C” in nursing courses.
- A minimum of 2.0 GPA Cumulative at current native institution or cumulative 2.0 in institution from which student is transferring to be eligible to apply for a nursing program.
- A minimum of 2.5 GPA for nursing required academic core courses.
- A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable).
- Meet the essential functions for nursing.
- Eligible for ENG 101 and MTH 100.

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*Students exempt from enrolling in ORI 110 are transfer students who have completed 12 transferable semester hours, personal enrichment students. Students who enrolled prior to Fall 2004 are exempt from ORI 110. All students in the divisions are expected to register for ORI 110 during their first semester on campus.

**Students are permitted to split NUR 114 and NUR 115 over two semesters.
<table>
<thead>
<tr>
<th>Spring 2017 Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November</strong></td>
</tr>
<tr>
<td>Priority Online Registration Begins .................................................. Monday, November 14</td>
</tr>
<tr>
<td><em>Priority Registration Schedule: Registration opens each day at 8:00 a.m.</em></td>
</tr>
<tr>
<td>45+ Earned WSCC Hours................................................................. Early Registration Begins, Monday, November 14</td>
</tr>
<tr>
<td>30+ Earned WSCC Hours................................................................. Early Registration Begins, Tuesday, November 15</td>
</tr>
<tr>
<td>15+ Earned WSCC Hours................................................................. Early Registration Begins, Wednesday, November 16</td>
</tr>
<tr>
<td>All Other Students........................................................................ Early Registration Begins, Thursday, November 17</td>
</tr>
<tr>
<td>Spring LIONS’ PRIDE Information Session ........................................ 1:00 p.m. ........................................ Thursday, November 17</td>
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<tr>
<td>Fall State Professional Development ................................................ No Classes ........................................ Monday - Tuesday, November 21 - 22</td>
</tr>
<tr>
<td>Fall Faculty Duty Days........................................................................ No Classes ........................................ Wednesday, November 23</td>
</tr>
<tr>
<td>Thanksgiving Holiday........................................................................ College Closed ........................................ Thursday - Friday, November 24 - 25</td>
</tr>
<tr>
<td><strong>December</strong></td>
</tr>
<tr>
<td>Spring Graduation Application Due ....................................................... Thursday, December 1</td>
</tr>
<tr>
<td>Fall Grades Due................................................................................... 9:00 a.m. ........................................ Thursday, December 15</td>
</tr>
<tr>
<td>Christmas Holidays............................................................................. College Closed ........................................ Thursday - Friday, December 22 - 30</td>
</tr>
<tr>
<td><strong>January</strong></td>
</tr>
<tr>
<td>New Year’s Holiday ........................................................................... WSCC Closed ........................................ Monday, January 2, 2017</td>
</tr>
<tr>
<td>College Reopens................................................................................... Tuesday, January 3</td>
</tr>
<tr>
<td>Registration Day (Faculty Returns) ......................................................... Tuesday, January 3</td>
</tr>
<tr>
<td>Tuition and Fees Due (if registered January 3 or before) ......................... Tuesday, January 3</td>
</tr>
<tr>
<td>Classes Begin (Regular and Mini Term I Terms).................................... Wednesday, January 4</td>
</tr>
<tr>
<td>Drop/Add Mini Term I Ends ................................................................ Wednesday, January 4</td>
</tr>
<tr>
<td>Tuition and Fees Due Daily (for late registration and drop/add)................ Wednesday - Tuesday, January 4 - 10</td>
</tr>
<tr>
<td>Drop/Add Regular Term Ends................................................................. Tuesday, January 10</td>
</tr>
<tr>
<td>Holiday (MLK and Robert E. Lee Birthday).......................................... College Closed ........................................ Monday, January 16</td>
</tr>
<tr>
<td><strong>February</strong></td>
</tr>
<tr>
<td>Last Day to Withdraw Mini Term I......................................................... Friday, February 17</td>
</tr>
<tr>
<td>Local Professional Development......................................................... No Classes ........................................ Monday, February 20</td>
</tr>
<tr>
<td><strong>March</strong></td>
</tr>
<tr>
<td>End of Mini Term I............................................................................. Wednesday, March 1</td>
</tr>
<tr>
<td>Mini Term II Registration ................................................................ Thursday, March 2</td>
</tr>
<tr>
<td>Classes Begin Mini Term II .................................................................. Friday, March 3</td>
</tr>
<tr>
<td>Drop/Add Mini Term II......................................................................... Friday, March 3</td>
</tr>
<tr>
<td>Spring Break........................................................................................ No Classes ........................................ Monday - Thursday, March 27 - 30</td>
</tr>
<tr>
<td>College Closed.................................................................................... Friday, March 31</td>
</tr>
<tr>
<td><strong>April</strong></td>
</tr>
<tr>
<td>Good Friday/Faculty Duty Day............................................................... No Classes ........................................ Friday, April 14</td>
</tr>
<tr>
<td>Last Day to Withdraw Regular and Mini Term II .................................. Monday, April 17</td>
</tr>
<tr>
<td>Earth Day............................................................................................. Thursday, April 20</td>
</tr>
<tr>
<td>Summer LIONS’ PRIDE Information Session ......................................... 1:00 p.m. ........................................ Tuesday, April 25</td>
</tr>
<tr>
<td><strong>May</strong></td>
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<tr>
<td>Spring Final Exams............................................................................ Monday - Friday, May 1 - 5</td>
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<tr>
<td>Spring Grades Due............................................................................... 9:00 a.m. ........................................ Monday, May 8</td>
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<tr>
<td>Faculty Duty Days................................................................................ Monday - Thursday, May 8 - 11</td>
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<td>Graduation.......................................................................................... 6:00 p.m. ........................................ Friday, May 12</td>
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<tr>
<td>Holiday (Memorial Day)..................................................................... College Closed ........................................ Monday, May 30</td>
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<tr>
<td><strong>Reminder Dates for Summer 2017</strong></td>
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<tr>
<td>Priority Registration Begins for Summer ............................................. Monday, April 17</td>
</tr>
<tr>
<td>Registration Day................................................................................... Monday, May 22</td>
</tr>
<tr>
<td>Classes Begin (Regular, Mini Term I)................................................... Wednesday, May 24</td>
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NOTE: Classes listed in the printed schedule are subject to change. Please check class availability at myWallaceState.
Tuition & Fees

<table>
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<tr>
<th>Credit Hours</th>
<th>Tuition $117/Hr</th>
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</table>

Additional Fees: See college catalog for program specific fees.

**Tuition Refund Policy**

Refund for partial withdrawal: Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There will be no refund to a student who partially withdraws after the official drop/add period has ended.

Refund for a complete withdrawal: A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the following prorated refund schedule:

### Regular Term (January 4-May 5)

- Through January 3: 100%
- January 4-January 10: 75%
- January 11-January 17: 50%
- January 18-January 24: 25%
- After January 24: no refund

### Mini Term I - 8 weeks (January 4-March 1)

- Through January 3: 100%
- January 4-January 7: 75%
- January 8-January 11: 50%
- January 12-January 15: 25%
- After January 15: no refund

### Mini Term II - 8 weeks (March 2-May 5)

- Through March 2: 100%
- March 3-March 6: 75%
- March 7-March 10: 50%
- March 11-March 14: 25%
- After March 14: no refund

Administrative Fee: An administrative fee not to exceed 5% of tuition and other institutional charges or $100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

NOTE: The first $80 for full-time and first $59 for part-time students is non-refundable unless the class is cancelled by the college. Insurance fees are non-refundable.

Tuition refunds are computed according to the date the student notifies the college Admission’s Office of their official withdrawal, not his/her last date of class attendance.

### Wallace State does not give cash refunds:

Students must complete a Drop/Add Form for the Admissions Office (available through Lion Central in the Bailey Center lobby). Under normal circumstances, refund checks are issued weekly and mailed to the student. If payment was made by check, the student must wait 15 days for the check to clear before a refund is issued. Refer to the current academic calendar for drop/add and withdrawal deadlines.

**Remind:**

- All tuition and fees should be paid in the Cashier’s Office according to the following schedule. If tuition and fees are not paid on the due date, the class schedule will be deleted.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Nov. 14, 2016 - Tuesday, Jan. 3, 2017</td>
<td>Tuesday, Jan. 3, 2017</td>
</tr>
<tr>
<td>Wednesday, Jan. 4 - Tuesday, Jan. 10, 2017</td>
<td>Tuesday, Jan. 3, 2017</td>
</tr>
</tbody>
</table>

Follow Step #8 on Page 3 to check your balance.

---

**ON CAMPUS HOUSING**

Payment for dorm rent is due before move-in for new students; returning students should follow tuition fee schedule above.

www.wallacestate.edu
**Financial Aid**

Dropping a course prior to January 18, will result in a recalculation of a student’s federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation could affect the amount of the financial aid award and may result in a balance owed to the college.

Dropping all classes prior to March 15, will result in a recalculation of federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation will be based on the number of days the student attended the class prior to dropping all classes. A student will likely owe a portion of financial aid back to Wallace State and/or the US Department of Education if all classes are dropped prior to September or if the student quits attending classes prior to September.

**APPLY EARLY**

APPLY EARLY – Students applying for financial aid should apply at least two (2) months before the next semester begins. Applying early will help ensure a timely response to federal guidelines and will allow for any unforeseen problems/situations that might occur. Applying early will also help the student avoid potential long lines or waits.

**BOOKSTORE CHARGES**

If Pell Awards exceed the amount of tuition and fees owed, students may charge books and supplies on their Pell accounts at the WSCC Bookstore. These accounts will be open for charges Monday, December 19.

**DISTANCE EDUCATION**

Distance Education students are responsible for logging in and meeting orientation requirements for all Blackboard, Internet, and video classes. Pell funds will not be distributed until attendance is verified.

**BALANCE CHECKS**

Per federal guidelines, attendance must be verified before balance checks can be mailed. Students who have not been electronically verified as attending their classes by their instructors will not be able to see their Financial Aid funds on their MyWallaceState account for that class that has not been confirmed as attending. As more classes are verified, more funds will be added to the student account balance that can be seen on MyWallaceState student account.

**INSTITUTIONAL SCHOLARSHIP**

Institutional Scholarship recipients must complete a FAFSA prior to enrollment being completed. Scholarships cannot be added to the student account until the FAFSA is received.

**REMEMBER**

Students must re-file for Pell Grants for every academic year (Fall – Summer). The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.gov. Students applying for 2016-17 (fall 2016, spring 2017, summer 2017) Pell Grants must complete the forms with 2015 tax data. It is the student’s responsibility to provide any additional information requested by the Financial Aid Office. The Grant cannot be awarded until the student’s file is complete.

**Priority Deadline for fall 2017 Financial Aid is June 2, 2017.**

Completed Financial Aid paperwork must be submitted to the Financial Aid Office and Admission requirements (ID, residency, transcripts, etc.) by the deadline of June 2 in order for funds to be guaranteed for fall semester 2017. Visit http://www.wallacestate.edu/finaid.html. Students should review their MyWallaceState account for individual requirements.

**Bookstore Information**

To view a current listing of textbooks and pricing information, please visit www.wallacestate.edu/booklist.

**Refund Policy**

A student who has purchased returnable books from the college bookstore and returns the books in new condition by the end of the third week of the semester will be refunded the full purchase price assuming that the following conditions are met:

- Everyone must have a receipt.
- Everyone must have a valid picture ID.
- Books must be in new/unused condition. If book was sold in shrink wrap it must be returned in shrink wrap.
- Refunds will not be given for supplies or reference books and materials.
- If purchase was made with a check, you must wait 10 business days before requesting a refund.

A student who has purchased returnable books from the college bookstore and returns the books in used condition by the end of the third week of the semester will be refunded 50% of the full purchase price. A book is determined to be in a “used” condition if the shrink wrap has been removed, or has marks, erasures, or highlights. All books regardless of condition must include any cd or access code that was included with the book.

**Spring Semester 2017 Schedule of Classes** www.wallacestate.edu
myWallaceState • Student Resources at Your Fingertips
www.wallacestate.edu

➤ Check E-mail. Student e-mail accounts are available to all students at no charge.

➤ Register for and Drop/Add Classes. Students can register online or drop a class via their myWallaceState account under the student tab. (See below to set up account.)

➤ Pay Tuition and Fees. Registration is not complete until tuition and fees are paid in full. Mastercard, Discover, American Express and Visa are accepted.

➤ Check Grades. Students may access their grades at the conclusion of each semester.

➤ View Documents. Students may access their unofficial transcripts and degree plans.

➤ Blackboard Log In. Your myWallaceState ID is required to log in to access course materials and announcements.

➤ Check Financial Aid Status. Access your financial aid account.

➤ Manage Lion Card. Manage your Lion Card funds online.

➤ Manage Lion Alert. Lion Alert is WSCC’s emergency notification system.

Register Online

1. GETTING STARTED: If you are a newly admitted or returning student you may have received a student number in the mail. You may also use your social security number as a temporary student ID and six-digit birthdate as a temporary PIN. You must not be on academic probation or have any outstanding fees or holds to register.

2. GO ONLINE: Visit www.wallacestate.edu and click on the myWallaceState link to access your student information. Click on Student Records (Secure Area) to log in.

3. LOGIN SCREEN: Enter your student number (this is your social security number without the dashes) or your WSCC assigned student number. Enter your PIN number (the default PIN is your six-digit birthdate). You will be prompted to change your PIN for privacy and security.

4. SELECT THE STUDENT TAB, THEN CLICK ON REGISTRATION: Select the term for which you would like to register, then select Register/Add/Drop Classes. Here you may enter the course numbers from the published class schedule, or select Class Search to search online for classes meeting your desired criteria. Select the class subject (add time/day constraints under the Advanced Search option). You will be shown a list of courses meeting your selected criteria. Select the classes you want to take by clicking in the corresponding box under the Select column. Click Register to the add the course. To Drop a course, go to the Add or Drop Classes section and select the drop-down menu under Action for the course you want to drop, and then select Drop. (Please be aware of drop/add deadlines and refund dates as outlined on the inside front cover and p. 5 of this schedule). Continue until your course schedule is complete. To view your schedule, go back to the Registration menu and select My Class Schedule.

5. COMPLETE REGISTRATION: Once your schedule is complete, return to the Student tab, click on My Tuition and Fees, and then Check Current Balance Here. There you will see a screen that displays tuition charges for the schedule you have chosen. Available financial aid coverage may also be viewed. To complete the entire registration process, you must pay the amount due by the dates published by WSCC.

6. PAYMENT: When you access My Tuition and Fees and then Check Current Balance Here, you will be provided options to pay your balance by electronic check, or by credit card with Discover, American Express, Visa or Mastercard. You may also pay in person during regular business hours at the WSCC Cashier’s Office by check, cash or credit card. Please print a copy of your bill to take to the Cashier’s office.

7. REMEMBER: To ensure complete registration, full payment must be received by the posted payment deadlines. If you do not settle your account by the date posted in the current semester schedule, your schedule should be deleted. Please check your schedule for accuracy.
**Business Hours**

**LION CENTRAL***
Monday – Wednesday
7:30 a.m. – 6:00 p.m.
Thursday
7:30 a.m. – 4:30 p.m.
Friday
7:30 a.m. – 2:00 p.m.

**CASHIER***
Monday – Wednesday
7:30 a.m. – 6:00 p.m.
Thursday
7:30 a.m. – 4:30 p.m.
Friday
7:30 a.m. – 2:00 p.m.

**BOOKSTORE***
Monday – Wednesday
7:30 a.m. – 6:00 p.m.
Thursday
7:30 a.m. – 4:30 p.m.
Friday
7:30 a.m. – 2:00 p.m.

**RECRUITING (Campus Tours)**
Tuesdays
9:00 a.m. and 1:00 p.m. (by appointment)
Fridays
9:00 a.m. (by appointment)

**STUDENT SUPPORT SERVICES**
Monday – Thursday
7:30 a.m. – 4:30 p.m.
Friday
7:30 a.m. – 2:00 p.m.

**TUTORING LAB**
Monday – Tuesday
8:00 a.m. – 6:00 p.m.
Wednesday – Thursday
8:00 a.m. – 4:00 p.m.

**ONEONTA CAMPUS**
Monday-Thursday
7:30 a.m. – 4:30 p.m.
Friday
7:00 a.m. – 2:00 p.m.

**LIBRARY***
Monday – Thursday
7:30 a.m. – 8:30 p.m.
Friday
7:30 a.m. – 2:00 p.m.
Saturday
8:00 – 2:00 p.m.

*SPECIAL HOURS for WSCC

**SPECIAL HOLIDAY HOURS**
(Lion Central, Cashier, Oneonta, Library and Bookstore)

- Monday – Wednesday, November 21-23
  7:30 a.m. – 4:00 p.m.
- Thursday – Friday, November 24 – 25
  Closed
- Monday – Wednesday, December 19 – 21
  7:30 a.m. – 4:00 p.m.
- Thursday – Friday, December 22 – 30
  Closed
- Monday, January 2, 2017
  Closed
- Monday, January 16
  Closed
- Monday – Thursday, March 27 – 30
  (Spring Break)
  7:30 a.m. – 4:00 p.m.
- Friday, March 31
  Closed

**Disclaimers/Policies**

**DISCLAIMER**

Information contained in this schedule is offered for planning purposes only and is subject to change. For the latest information, visit www.wallacestate.edu.

**ACCREDITATION**

Wallace State 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 for questions about the accreditation of Wallace State Community College.

**ADA ACCOMMODATIONS**

All students receiving services through the ADA Office need to make an appointment or stop by to discuss the classes and accommodations needed for Spring Semester.

All students wanting to utilize their accommodation for priority registration must make the appointment and have documentation on file before Tuesday, November 8.

The WSCC ADA Office publishes a handbook outlining the policies and procedures required for acquiring academic accommodations. It is the student’s responsibility to make sure that each step is completed. For further information, contact Director of Special Populations, Lisa Smith on the 8th floor of the Bailey Building, 256.352.8052, or visit www.wallacestate.edu/mainmenu/current-students/ada/accommodations.html.

**NON-DISCRIMINATION POLICY**

It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing alleging discrimination on a basis specified above.

**Having Problems with Blackboard?**

Students may call 256.352.8374 for Blackboard assistance during business hours or visit learn.wallacestate.edu and click on “Blackboard Student Help” for online assistance.
### Spring 2017 - Block Schedule
Wallace State Community College - Department of Nursing Education

<table>
<thead>
<tr>
<th>Block</th>
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<td>NUR 112 Room 333 Class 12:00-4:00</td>
<td>NUR 112 Room 337 Skills Lab 8:00 – 11:00</td>
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<td>NUR 112 Room 333 Class 8:00-11:00</td>
<td>NUR 112 Room 337 Class 12:00-4:00</td>
<td>NUR 112 Room 337 Class 12:00-4:00</td>
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This page is more detailed than the nursing schedule appears in the WSCC schedule of classes; therefore, please keep this page handy at all times for the first few weeks of class in order to be in the right place at the right time.
Wallace State Community College
Health Science Division

Policy on Drug and Alcohol Testing of Students
Enrolled in Health Programs

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on any property owned, leased, or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverage by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of health profession students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect, to the extent reasonably possible, the agency’s patient due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised, and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health profession programs at the college. Any student enrolling in a health profession program will be required to submit to such testing.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS

I. PERSONS TO BE TESTED

Any student who is accepted into any health program at Wallace State Community College-Hanceville will be required to submit to annual drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college-authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.
B. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the health science program will require a student to submit to a screening for drugs and alcohol, which will be conducted at the college’s expense when there is reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student’s normal behavior, or erratic behavior, absenteeism, tardiness, dishonesty, or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol- or drug-related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

If a clinical agency staff member, student, or college faculty member observes such behavior, it should be immediately reported to the department chair/program director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the affected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The program director, Dean of Health Sciences, Vice President of Students, or designee of the President will
then make an immediate determination if there is reasonable suspicion to
screen the student. If the decision is made to screen the student, the Dean
of Health Sciences or a designee of the President will direct the student to
make arrangements to have the screening performed immediately. The
student will be requested to sign an informed consent to be tested before a
specimen is collected. A student’s failure to consent to the screening will
result in immediate termination from the Health Science program.

III. DRUGS TO BE TESTED

All students will be tested for alcohol and the following ten (10) drugs:
amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana
metabolites, methadone metabolites, oxycodone, opiates, methamphetamine,
and propoxyphene. Testing for additional substances may occur based on clinical
affiliation agreement requirements.

IV. CONSENT TO DRUG TESTING

A. The student must provide written consent to provide specimens for the purpose of
analysis. If the student is under eighteen (18) years of age, the student's parent or
legal guardian must sign the drug testing consent form in addition to the student.
The signed consent must be returned to the program director of the health program.

B. The signed consent form will be maintained in the student permanent record. A
copy of the consent form will be maintained with the program director.

C. Students have the right to refuse to consent to drug testing. However, students
who decline will be refused access to clinical education facilities and will be unable to
achieve the required clinical experiences and objectives of the program. Refusal to
submit to drug testing will result in dismissal from the health program and will cause
the student to be ineligible for admission to any program in the Health Science
Division offered at Wallace State Community College.

V. SPECIMEN COLLECTION

1. The collector shall be a licensed medical professional or technician who has been
trained and certified for collection in accordance with chain of custody and control
procedures. This person cannot be a college employee.

2. The designated collection site and specimen collection procedures must be
secured in accordance with chain of custody and control procedures. Security during
collection may be maintained by effective restriction of access to the collection
materials and specimens.

3. When the student arrives at the collection site, the collector shall ensure that the
student is positively identified as the individual selected for testing. This identification will be done through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.

4. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.

5. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.

6. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or to be admitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office.

VI. DRUG TESTING LABORATORY

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college-approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college’s guidelines. Costs of testing at alternate sites above the college’s fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.
VII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

VIII. REPORTING OF DRUG TEST RESULTS

A. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State Community College refuses to accept any test result that does not meet the requirements of the policy and guidelines.

B. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.

C. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. Positive Test
A student with a positive drug test will be dismissed from the health program. A grade of "F" will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President of Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.
B. Refusal to be Tested
A student’s refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of “F” will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Vice President for Students Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. PUBLICATION OF POLICY

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

Revised (12/7/10)
Education of Health Science Division students at Wallace State Community College requires collaboration between the college and clinical affiliates. Education of these students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate’s patients to the extent reasonably possible from harm. The college wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by clinical affiliates. Student enrolled in health care educational program must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. It is therefore the policy of Wallace State Community College Health Science Division that students enrolling in health profession programs submit to background checks.

**Guidelines for Background Check On Health Profession Students**

**I. Persons to be Tested**

Any student who is accepted into any Health Program at Wallace State Community College will be required to undergo a background check.

**II. Types of Background Checks**

Students shall received notification of the requirement for the background check prior to admission and upon admission to a health care program.

The background check may include, but is not limited, to searches, histories, and verifications as indicated below:

- **Positive Identification**
- **Maiden/AKA Name Search**
- **Social Security Number Trace** which is a verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SSN trace is also used to locate additional names and addresses.
- **Residency History**
- **Education Verification**
- **Employment Verification** which may include the reason for separation and eligibility for re-employment for each employer. The last seven years may be searched if the student is 21 years of age or older.
- **Healthcare Employment Verification Network Search**
- **Nurse Aide Registry**
• Professional License/Certification Verification
• Personal References/Interviews
• Seven Year Criminal Search reveals felony and misdemeanor convictions, and pending criminal cases usually including the date, nature of the offense, sentencing date, disposition, and current status. The seven-year criminal background check may occur in current and previous counties of residence and employment through a search of court records. City, state, and/or federal records may also be searched. Federal criminal cases may reveal tax evasion, fraud, drug offenses, etc.
• Most Wanted List
• National Criminal Database Searches, which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
• Adult and Child Abuse/Neglect Registries
• National Sex Offender/Predator Registry Search which includes a search of the state or county repository for known sexual offenders.
• Misconduct Registry Search
• Office of the Inspector General (OIG) List of Excluded Individuals/Entities which identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
• General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) which identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
• Executive Order 13224 Terrorism Sanctions Regulations
• Government Suspect /Watch List
• Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals (SDN) which includes individuals associated with terrorism and Narcotics Trafficking.
• FACIS Database Searches includes OIG, GSA, OFAC and other sources.
• National Healthcare Data Bank Search and Sanction Report may include Medicare/Medicaid Sanction Search, OIG, GSA, and FDA Debarment Check.
• Fingerprinting and the National Criminal Information Center which may reveal National Wants and Warrants information
• International Criminal
• Applicable State Exclusion List
• Any Other Public Record

III. Consent

Students must sign the appropriate consent(s) for a background check at the time of admission to a health care program. A copy of the signed consent(s) will be maintained in the permanent student record. The student will provide applicable consent(s) to the vendor conducting the background check. If the student is under eighteen (18) years of age, the student’s parent or guardian must sign the consent form in addition to the student.
IV. Background Check Procedure

The background checks will be conducted by a college-designated vendor according to program specific deadlines. **Background checks or Background check Updates performed by any other vendor or agency will not be accepted.** Students reinstated to a program after an absence from program coursework of one semester or more, will have to repeat background testing.

Students with completed background checks transferring to or starting another healthcare program with uninterrupted time may be allowed to conduct a **background check update**.

Students enrolled in programs which last longer than one calendar year must have a **background check update** beginning the fall semester of the second year.

The student will be responsible for the cost of the background check. Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not undergo a background check and will be prohibited from attending clinical learning experiences. The student in this situation will be dismissed from the program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw.

If a student is experiencing extenuating circumstances that prohibit completion of the background check by the deadline, they should contact the healthcare program director who will determine if the student will be allowed to proceed without the background check. No student will be allowed to attend the clinical experience until the full background check process is completed.

Some clinical affiliates may require an additional background check to fulfill requirements above those required by this procedure. If required, the expense of additional background checks will be the responsibility of the student.

V. Results

Results of the background check will be sent to the health care program director. Designees at the clinical affiliate will be provided with a copy, if requested, of negative results for students assigned to that agency.

The student with a positive background check will be informed of the results by the healthcare program designee and/or background check vendor. The student will be provided with a copy of the background check if the results are positive. No copy will be provided to the student if results are negative.

Students with a positive background check will be denied assignment to a clinical facility pending resolution of the background check finding. Students will be advised to contact the background check vendor to dispute any information reported and to clear any findings of the background check.

Background checks which could render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which
could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure implications upon graduation from a health program.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of “F” will be recorded for the course(s) if the student does not officially withdraw. The student will be advised by a program advisor as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

Results will be securely filed in the office of the health program. The healthcare program designee will have access to the results of the background check.

Results of any student’s background screen will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results.

Any offenses resulting in an arrest which occurs after an initial background check must be reported to the program director within 72 hours of the arrest and a background check update will be necessary for continuation in a health program.
Check List

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Enter date completed below</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Proof of Major Medical Insurance Date</td>
<td></td>
</tr>
<tr>
<td>Major Medical Insurance Carrier</td>
<td></td>
</tr>
<tr>
<td>Date of Physical Examination</td>
<td></td>
</tr>
<tr>
<td>Flu Shot Date</td>
<td></td>
</tr>
<tr>
<td>TB Initial Skin Test Read Date</td>
<td></td>
</tr>
<tr>
<td>TB Second Skin Test Read Date</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) 1 Date</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) 2 Date</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR) Titer</td>
<td></td>
</tr>
<tr>
<td>Tetanus Date</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox (Varicella) 1 Date</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox (Varicella) 2 Date</td>
<td></td>
</tr>
<tr>
<td>Chicken Pox (Varicella) Titer Date</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B 1 Date</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B 2 Date</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B 3 Date</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Titer</td>
<td></td>
</tr>
<tr>
<td>Background Check Date</td>
<td></td>
</tr>
</tbody>
</table>

Please email amy.burtram@wallacestate.edu or miranda.smith@wallacestate.edu with your questions or concerns.
"Clinicals" are a crucial part of healthcare education. There is a lot of student information to obtain and coordinate, from course completion to immunizations. E*Value provides Clinical Solutions to help do just that. They provide customizable tools that organize and improve students' overall experience so that they can focus on their clinical competency.

Wallace State’s Department of Nursing Education (WSCC DNE) is utilizing the third-party services of E*Value to aid in electronically coordinating and tracking immunization and certification records for students based on site or agency requirements.

E*Value will notify students by email, within a specified time frame, of any immunizations or certification that are about to expire, enabling the student to have ample time to renew the needed physical exams, CPR certifications or other required records. It will be critical to have a valid email that is checked regularly by the student to enable this service.

All information will be stored electronically by E*Value and will remain strictly confidential. Only a WSCC DNE designee and each individual student will have the ability to view their records.

Link to video instructions for uploading documents to E*Value:

http://screencast-o-matic.com/watch/cDjw2tjenm

E*Value Upload Instructions

When you have been entered into the EValue system you will receive an email with your Log-In and Password. Do not attempt to login until you receive your authorization email. Write your Log In and Password below when received.

- https://www.e-value.net/home-main.cfm
- Home Page – Go to Login
- This is where you will go to log-into your E*Value Account using the Log-in and Password you are emailed from the system.
- Log In: ________________________  Password: ________________________
- Download your documents in jpeg under the Immuns and Certs Tab
- The EVENT DATE must be the date you completed your Physical, TB Skin Tests, Immunizations, or CPR certification. (NOT the date you enter your documents into E-Value)
- The following Items must be completed annually (every year) 5 days before the due date:
  - 1) Physical
  - 2) TB Skin Test (Two-step)
  - 3) Proof of Insurance (even if it hasn’t changed)
  - 4) Background check (complete at www.wallacestate.edu/nursing – no need to upload to E-Value)
  - 5) Flu Vaccination
- E-Value will send you reminders when items are expiring
- Please email Amy Burtram or Miranda Smith if you are having E-value issues OR if you have a question. You must use the following email addresses: amy.burtram@wallacestate.edu or miranda.smith@wallacestate.edu

An E-Value Workshop will be provided on December 19, 2016 from 9:00 a.m. – 11:00 a.m. in CNS building Room 327 to assist you in uploading your documents. Bring your completed portfolio and a USB drive with your documents scanned to it (if you don’t have a scanner or don’t know how to scan, we will help you) and we will assist you in uploading to E*Value if you have not been successful in previously completing the process.

Please begin uploading your documents as-soon-as-possible to E*Value as indicated for each requirement. Ensure that you have uploaded all sides of the completed documents so they are readable. Do not load the entire portfolio to one item. You should load documents individually under the correct heading.
Electronic Copy of Photo of Student Goes Above

Photo should be from shoulders to top of head.
Please limit size of photo to no smaller than 3x2 and no larger than 3x5.

W
Student Number

Print Student Full Name
Place Copy of

CPR Certificate of Successful Completion

or

CPR Card

Here

Also, Upload Electronic Copy of CPR Certificate of Successful Completion or Card to E-Value
Major Medical Health Insurance Verification

Upload electronic copy of insurance card listing student’s name or provide certificate of credible coverage from insurance carrier to document student is covered.
Physical Form with TB Results

The *Official Nursing Physical Form* must be utilized. It can be found at [www.wallacestate.edu/nursing](http://www.wallacestate.edu/nursing).

Your **ORIGINAL completed physical form** goes here.

1. All sections of the Physical Examination Form must be complete.

2. Two step Tuberculin skin test – MANTOUX is required for all new students – a one-step TB skin test will not satisfy requirement (Please note: State Health Departments no longer complete TB screenings for college admission requirements.)

3. Immunizations must be complete and include documentation demonstrating completion. Lack of documentation of immunization will require proof of immunity via titer with lab data attached.
Health Division - Physical Examination Form
Wallace State Community College – Hanceville, AL

This form is to be completed in its entirety by a physician, certified nurse practitioner or physician assistant. Physical exam results must be current within one year of any clinical experience.

Student To Return Completed ORIGINAL Form To Program Designee.

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Program of Study:</td>
<td>WCCC Student No: W</td>
</tr>
<tr>
<td>Student Email Address:</td>
<td>Student Phone:</td>
</tr>
</tbody>
</table>

1. For each of the requirements listed below, please indicate whether the student is able to perform the task by checking the appropriate box.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Yes</th>
<th>No</th>
<th>If no, please comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>Remaining on one’s feet in an upright position without moving about.</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td>Moving about on foot for long periods of time.</td>
</tr>
<tr>
<td>Stooping</td>
<td></td>
<td></td>
<td>Bending the body downward and forward by bending at spine and waist. This factor requires full use of lower extremities and back muscles.</td>
</tr>
<tr>
<td>Reaching</td>
<td></td>
<td></td>
<td>Extending hands and arms in any direction.</td>
</tr>
<tr>
<td>Kneeling</td>
<td></td>
<td></td>
<td>Bending legs at knee to come to a rest on knee or knees.</td>
</tr>
<tr>
<td>Lifting</td>
<td></td>
<td></td>
<td>Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles. Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally.</td>
</tr>
<tr>
<td>Carrying</td>
<td></td>
<td></td>
<td>Transporting an object usually holding it in the hands or arms or on the shoulder. Strength and balance required to carry 25 lbs. frequently.</td>
</tr>
<tr>
<td>Dexterity</td>
<td></td>
<td></td>
<td>Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.</td>
</tr>
<tr>
<td>Grasping</td>
<td></td>
<td></td>
<td>Applying pressure to an object with fingers and palm.</td>
</tr>
<tr>
<td>Hearing</td>
<td></td>
<td></td>
<td>Perceiving the nature of sound with no less than a 40 db loss @ Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.</td>
</tr>
<tr>
<td>Repetitive Motions</td>
<td></td>
<td></td>
<td>Substantial movements (motions) of the wrists, hands, and/or fingers.</td>
</tr>
<tr>
<td>Acuity</td>
<td></td>
<td></td>
<td>Corrected to 20/20 and visual field perception to provide a safe environment for patients and co-workers.</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td>Verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information and instructions to others accurately, loudly and quickly through speech and through the written word. Must be able to read and speak English.</td>
</tr>
</tbody>
</table>

2. Based on findings in the examination, is the student able to participate in all activities required in the indicated health education program?  ☐ Yes  ☐ No

3. Please identify any restrictions limiting the student’s participation in the indicated health education program.

☐ No Restrictions limiting the student’s participation in the indicated health education program.

☐ Yes there are Restrictions limiting the student’s participation in the indicated health education program as listed below.

WSCC Health Division Physical Form Revised 09/15
Student Name (Please Print) ________________________________ Date: ____________________________
Student Program of Study: ____________________________________ WSCC Student No: W _______
Student Email Address: _____________________________________ Student Phone: ____________________________

4. Is this student free of infectious disease?  Yes ☐  No ☐

5. Two Step Tuberculin Skin Test - Mantoux Required

NOTE – Initial Test must be read within 48-72 hours and 2nd test must be administered 10-14 days after the initial test. 1 step TB skin test sufficient if student has had a TB skin test within the past year (student must provide copy of previous skin test results).

<table>
<thead>
<tr>
<th>Initial TB Skin Test</th>
<th>Second TB Skin Test (If indicated - see note above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Given ________ Date Read ___________</td>
<td></td>
</tr>
<tr>
<td>Results _________ Negative _________ mm</td>
<td></td>
</tr>
<tr>
<td>Results _______ Positive ________ mm</td>
<td></td>
</tr>
<tr>
<td>Results read by: ___________________________</td>
<td></td>
</tr>
<tr>
<td>(Chest x-ray and report are required if positive)</td>
<td></td>
</tr>
</tbody>
</table>

6. Immunizations - Due to clinical agency requirements, immunization history must be complete. Pregnant or lactating females should postpone vaccination until completion of pregnancy/lactation. Attach a statement of the anticipated date of immunization signed by the health care provider.

   Documentation and/or Lab Values (IgG) indicating immunity for the following immunizations MUST BE ATTACHED

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Required Immunization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>Must present documentation of at <strong>least two, out of three</strong>, of the initial series prior to beginning clinical or present lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>Must present documentation of <strong>two (2) immunizations</strong> or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Must present documentation of <strong>two (2) immunizations</strong> or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Must present documentation of <strong>two (2) immunizations</strong> or lab data (titer) indicating adequate immunity.</td>
</tr>
<tr>
<td>Tetanus - TDAP</td>
<td>Tetanus must be current within 10 years. Must have documentation of one TDAP as an adult.</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Must present documentation of **two (2) immunizations or lab data (titer) indicating adequate immunity. Stating “History of Disease” will not be accepted.</td>
</tr>
<tr>
<td>Flu Vaccine</td>
<td>Flu vaccine months October – March. Date dependent on Health Program. <strong>DO NOT GET FLU MIST.</strong></td>
</tr>
</tbody>
</table>

General Comments: ____________________________________________________________

**Student To Return Completed ORIGINAL Form To Program Designee.**

To my knowledge, the information I have supplied on this health form is accurate and complete:

Signature of Physician/Nurse Practitioner ________________________________ Date ____________________________

Print Name of Physician/Nurse Practitioner ________________________________ Address ________________________________

Office Phone Number ________________________________ City, State, Zip ________________________________
The Alabama College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment
2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
c) Work effectively independently
d) Discern and interpret nonverbal communication
e) Express one's ideas and feelings clearly
f) Communicate with others accurately in a timely manner
g) Obtain communications from a computer

3) Cognitive/Critical Thinking

a) Effectively read, write and comprehend the English language
b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
d) Satisfactorily achieve the program objectives

4) Motor Function

a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
c) Maintain balance from any position
d) Stand on both legs
e) Coordinate hand/eye movements
f) Push/pull heavy objects without injury to client, self or others
g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
h) Walk without a cane, walker or crutches
i) Function with hands free for nursing care and transporting items
j) Transport self and client without the use of electrical devices
k) Flex, abduct and rotate all joints freely
l) Respond rapidly to emergency situations
m) Maneuver in small areas
n) Perform daily care functions for the client
o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
p) Calibrate/use equipment
q) Execute movement required to provide nursing care in all health care settings
r) Perform CPR and physical assessment
s) Operate a computer

5) Professional Behavior

a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
c) Handle multiple tasks concurrently
d) Perform safe, effective nursing care for clients in a caring context
e) Understand and follow the policies and procedures of the College and clinical agencies
f) Understand the consequences of violating the student code of conduct
g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
i) Not to pose a threat to self or others
j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
k) Adapt to changing environments and situations
l) Remain free of chemical dependency
m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
n) Provide nursing care in an appropriate time frame
o) Accepts responsibility, accountability, and ownership of one's actions
p) Seek supervision/consultation in a timely manner
q) Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to: Lisa Smith, Wallace State Community College, lisa.smith@wallacestate.edu or 256.352.8052.
Immunization Records with Titer Results

Copies of all of your immunizations and titer results go here.

*You must attach your lab results from all titers.
Complete Background Check

Keep a copy of the verification email that American DataBank sends indicating you did order your background check. The completed background report you receive back from American DataBank is to be kept in your notebook.

*You are not required to upload your background information to E-Value.
**Background Checks:** All background checks must be processed through American Database at this link [http://www.wallacestate-hanceville.com/](http://www.wallacestate-hanceville.com/) No other forms of background checks will be accepted. WSCC background policy can be found at the below link. [http://www.wallacestate.edu/Content/Uploads/wallacestate.edu/files/Background_check_policy_July_2010(1).pdf](http://www.wallacestate.edu/Content/Uploads/wallacestate.edu/files/Background_check_policy_July_2010(1).pdf)

**CPR Cards:** Active/current CPR certification for health-care providers is required while enrolled in the nursing program. Only American Red Cross Professional Rescuer or American Heart Association - BLS-Health Care Provider CPR cards are accepted. This certification can also be obtained by registering for EMS 100 at WSCC. (Online CPR courses WILL NOT BE ACCEPTED).

**Drug Screens:** Student must submit to a drug screen by the school approved vendor; date of drug screen to be assigned by the WSCC-Department of Nursing Education (DNE). Any result other than clear will result in the student’s dismissal from all nursing courses. These are done randomly through the school. We do not accept outside drug screens.

**Hepatitis B:** This is a series of three (3). Students can present three (3) immunizations or a positive titer. Again, we are looking for the IGG titer for immunity. If the student is just starting the Hepatitis B series, they are required to have the first two (2) before they can start in clinical rotations.

**Influenza:** Flu immunization is available in the fall. Students must have immunization for clinicals or present reason why they cannot have. If students are unable to have the flu immunization, it may limit clinical sites.

**Major Medical Health Insurance:** Major medical health insurance coverage is required but is not available through the College. Each insurance policy must meet clinical agency contract requirements. Provide proof of insurance by either having your name on the insurance card or having a letter from your insurance carrier with your name saying you are covered. Example If you are covered under parent’s or husband’s insurance and your name is not on the card, your insurance carrier must submit a letter stating you are covered under the submitted insurance.

**MMR:** This is a series of two (2) vaccines or proof of immunity by titer. Titer must include all three (3). Measles, mumps, and rubella. IGG is the blood test we look for when looking for immunity.
**Physical:** Nursing students are required to submit an annual WSCC-DNE physical examination, including proof of Hepatitis B and other vaccination status which meets clinical agency contract requirements. WSCC Health Science Physical Form is two (2) pages and can be found at this link:
http://www.wallacestate.edu/Content/Uploads/wallacestate.edu/files/Health_Division_Physical_Form_Rev_091815.pdf

Both pages of the physical form must be completely filled out. All boxes checked and the healthcare provider must sign. If your physical form is not complete, it does not meet the nursing program’s requirements and the student will have to return to their healthcare provider and have omitted items readdressed, initialed and dated. Immunizations may be submitted on a different form and the immunization portion of the physical form may be left blank.

**TB skin test:** For initial admission into the nursing program ALL students must present two (2) TB skin tests within a 12 month time frame. For the two (2) step TB skin test, they must be 10-14 days apart. After initial admission to the nursing program, only 1 TB skin test is required yearly.

**Tetanus:** Student must submit proof of at least one (1) Dtap or Tdap. After that they can do tetanus. This is every 10 years. E-value will automatically put in expiration date once the event date is logged.

**Titer** - Blood tests that check your immune status to vaccinations or diseases you may have received in the past. If you’re titers results are positive, it means that you have adequate immunity to a particular infectious disease. Therefore, you do not need to get that particular vaccine.

**Varicella:** This is a series of two (2) vaccines or proof of immunity by titer. IGG is the required titer.
**Nursing Uniform Order Form**

**UNIFORM PLACE**  
300 Second Avenue, SE, Cullman, AL 35055  
Phone (256) 734-0662  Fax (256) 734-3701

**WSCC BOOKSTORE**  
Phone (256) 352-8169  Fax (256) 352-8101

_Last Name___________________________________________  First_____________________________

_Phone_______________________________________  Date ________________________________

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<td>Tall 32 3/4&quot; plus 2&quot; extra on sleeves</td>
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<td>3224 Labcoat 30 3/4&quot;</td>
<td>32 - 46  $31.50 tall 32 3/4&quot; &amp; 2&quot; on sleeve 38L - 46L  $33.50 48 - 52  $34.50 48L - 52L  $36.75</td>
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What is a Direct Loan?

- Direct Loans are federal student loans to help students cover the cost of higher education while enrolled at least 6 credit hours in a degree program at 2 and 4 year colleges.

What types of Direct Loans are available?

- There are 3 types of Direct Loans: Subsidized, Unsubsidized, and PLUS. You must fill out a FAFSA application each school year to determine what type of Direct Loan you are eligible for.

What is a Subsidized Direct Loan?

- A subsidized direct loan is available to students who demonstrate a financial need. The U.S. Department of Education pays the interest on a Subsidized Student Loan while you’re enrolled at least half-time. Current interest rate is 4.29%.

What is an Unsubsidized Direct Loan?

- An unsubsidized direct loan is a loan that must be repaid with interest. It is for undergraduate and graduate students. The student is responsible for all interest that accrues on the loan. You must be enrolled in at least 6 credit hours to receive the student loan; 6 contact hours if in a certificate program. Financial need is not required and the interest rate is 4.29%.

What is a Direct PLUS Loan?

- A plus loan is for parents of dependent undergraduate students. To be eligible, the student must be enrolled at least half-time. A students parents’ credit is checked and eligibility is based on approval of the credit check. The maximum amount a parent can borrow is the cost of attendance minus any other financial aid the student receives.

Common Direct Loan Terms you should become familiar with:

Consolidation—The process of combining one or more loans into a single new loan.

Cost of Attendance (COA)—The total cost to attend school for the academic year.

Default—Failure to repay a loan according to the terms agreed to. For the direct loan program, your loan is in default if you fail to make a payment for 270 days, if you repay monthly (or 330 days, if your payments are due less frequently). Your lender is required to report the default to at least one national credit bureau.

Deferment—Allows you to temporarily stop making payments on your federal student loans. You are not charged interest on subsidized loans during deferment. Interest will continue to be charged on your unsubsidized loans and PLUS loans.

Delinquency—you become delinquent on a loan if you don’t make a payment when due. Your lender is required to report the delinquency to at least one national credit bureau.

Entrance Counseling—Federal regulations require that you, as a first-time student loan borrower, complete an counseling session. Counseling is designed to inform you of important information you should know before you borrow a loan. The online counseling session contains the most current information and should be referred to in addition to this document.

Exit Counseling—If you graduate, withdraw or drop below half-time registration status, and you have borrowed a Federal Direct student loan, you must complete the Exit Loan Counseling requirement. This is an opportunity for your lender to remind you of your rights and responsibilities as a student loan borrower. In turn, you must provide your lender with certain information about your plans after you leave school (for example, your current address, your expected employer, two personal references, etc.). You can complete this at www.nslds.ed.gov.

Expected Family Contribution (EFC)—Your EFC is the number that’s used to determine your eligibility for federal student aid. This number results from the financial information you provided in your FAFSA application. Your EFC is reported to you on your Student Aid Report (SAR).

Forbearance—Allows you to temporarily stop making payments or reduce your federal student loans’ monthly payment. Interest will continue to be charged on your subsidized, unsubsidized, and PLUS loans.

Grace Period—A period of time that generally begins on the day after a borrower graduates, leaves school, or drops below half-time enrollment and ends on the day before the repayment period begins. A borrower is not required to make payments during the grace period.

Loan Fee (Origination Fee)—A charge that occurs each time money is disbursed (paid out) to the borrower. The loan fee is charged as a percentage of the disbursement (gross), and reduces the actual amount received (net).

Loan Servicers—A company that collects payments on a loan, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a loan on behalf of a loan holder.

Master Promissory Note (MPN)—A binding legal document in which you promise to repay your loans and any accrued interest and fees. It also explains the terms and conditions of your loans. An MPN can be used to make one or more loans for one or more academic years, for up to 10 years, except in certain circumstances.

National Student Loan Data System (NSLDS)—the central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other federal student aid programs.

Repayment—To pay back money you borrowed by making scheduled payments to a loan servicer.
### Be a responsible borrower.

- **Keep track of how much you’re borrowing.** Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it’s important not to borrow more than you need for your school-related expenses.

- **Research starting salaries in your field.** Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate. You can use the U.S. Bureau of Labor Statistics *Occupational Outlook Handbook* (www.bls.gov/ooh) to estimate salaries for different careers or research employment opportunities advertised in the area where you plan to live to get an idea of a local starting salary. You also can use the Department of Labor’s career search tool to research careers and view the average annual salary for each career.

- **Understand the terms of your loan and keep copies of your loan documents.** When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don’t complete your education, can’t get a job after you complete the program, or you didn’t like the education you received.

- **Make payments on time.** You are required to make payments on time even if you don’t receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.

- **Keep in touch with your loan servicer.** Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you’re having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing.

## Who is my loan servicer?

Visit the National Student Loan Data System (NSLDS) (www.nslds.ed.gov) to view information about all of the federal student loans you have received and to find contact information for the loan servicer or lender for your loans. You will need your Federal Student Aid User ID and password to access your information.

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<tr>
<td>Aspire Resources Inc.</td>
<td><a href="http://www.aspireresourcesinc.com">www.aspireresourcesinc.com</a></td>
<td>1-855-475-3335</td>
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<tr>
<td>CornerStone</td>
<td><a href="http://www.mycornerstoneloan.org">www.mycornerstoneloan.org</a></td>
<td>1-800-663-1662</td>
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<td>COSTEP</td>
<td><a href="https://costep.myedloan.com">https://costep.myedloan.com</a></td>
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<td>Direct Loan Servicing Center (ACS)</td>
<td><a href="http://www.directstudentloanprocessing.com">www.directstudentloanprocessing.com</a></td>
<td>1-800-848-0979</td>
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<td>EDGEucation Loans</td>
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<td>1-877-292-7470</td>
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<td>EdManage</td>
<td><a href="https://edmanage.myedloan.com">https://edmanage.myedloan.com</a></td>
<td>1-855-479-0490</td>
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<td>ESA/Edfinancial</td>
<td><a href="http://www.edfinancial.com/DL">www.edfinancial.com/DL</a></td>
<td>1-855-337-6884</td>
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<td>FedLoan Servicing (PHEAA)</td>
<td><a href="http://www.myfedloan.org">www.myfedloan.org</a></td>
<td>1-800-699-2908</td>
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<td>Granite State – GSMR</td>
<td><a href="http://www.gsmr.org">www.gsmr.org</a></td>
<td>1-888-556-0022</td>
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<tr>
<td>Great Lakes Educational Loan Services, Inc.</td>
<td><a href="http://www.mygreatlakes.org">www.mygreatlakes.org</a></td>
<td>1-800-236-4300</td>
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<td>KSA Servicing</td>
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<td>1-888-866-4352</td>
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<td>Nelnet</td>
<td><a href="http://www.nelnet.com">www.nelnet.com</a></td>
<td>1-888-486-4722</td>
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<td>OSLA Servicing</td>
<td><a href="http://www.osla.org">www.osla.org</a></td>
<td>1-866-264-9762</td>
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<td>Sallie Mae</td>
<td><a href="http://www.salliemae.com">www.salliemae.com</a></td>
<td>1-800-722-1300</td>
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Satisfactory Academic Progress
(Implemented Academic Year 2013-2014)

W_______________ NAME:____________________________________

Attempted Hrs.______ x Completion Rate for Program ____________ = Passing Rate_____

Cum GPA__________ Required GPA for number of hours attempted _____________

Credit hours to graduate in program _________ x 1.50 = __________________________

Satisfactory Academic Progress (SAP) will be measured each term at Wallace State Community College according to the guidelines published by the U. S. Department of Education. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student’s responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their My Wallace State account for the latest information regarding their account. Financial aid status can be found under the financial aid tab. After accessing the financial aid tab, click financial status to view any warnings or suspension of financial aid.

GPA requirements for long-term certificate and degree seeking students

- If the student has attempted 1-21 hours they must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours they must maintain a 1.75 GPA
- If the student has attempted 33 or more hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required by long-term certificate and degree seeking students

- If the student has attempted 1-21 hours they must maintain a 58% completion rate.
- If the student has attempted 22-32 hours they must maintain a 62% completion rate.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.

GPA requirements for short-term certificate (24-29 credit hours) students

- If the student has attempted 12 hours they must maintain a 1.5 GPA.
- If the student has attempted 24 hours they must maintain a 2.0 GPA.

Completion rate (attempted class hours) required short-term certificate (24-29 credit hours) students

- If the student has attempted 12… hours they must maintain a 58% completion rate.
- If the student has attempted 24… hours they must maintain a 67% completion rate.

Additional regulations

- Students are only allowed 150% of the programs length to complete the degree or certificate.
  - Example: General Studies is 64 credits. Students are allowed 150% or 96 attempted credits to complete the program successfully. If the student does not complete their program in the allotted timeframe their grant will be suspended. Every program is
different. Students should check the catalog or Degree Works for the number of hours required for completion of their program and multiply 1.5 x the number of hours for graduation = MAX timeframe on ATTEMPTED credit hours. Students who submit an appeal for MAX Timeframe MUST have completed a degree or certificate atWSCC or at another school. We cannot approve a SAP appeal for MAX if the student has not graduated from a certificate or degree program. If the student has graduated from a program, we can evaluate the appeal to determine if any hours can be excluded from the attempted hours that do not count in any way toward the new program of student to determine the number of hours of eligibility left in their current program.

- Transfer hours will be included in the calculation.
- All prior coursework at Wallace State is included in the SAP calculation.
- Transitional courses will be included in the calculation.
- If a student does not meet any of the requirements listed the student will be given one warning semester in which he will be eligible to receive aid. There is no warning period for MAX timeframe and that situation cannot be improved.
  - Example: New students who attend their first semester and do not meet the above criteria on GPA and completion rate will be given one warning semester to receive financial aid. Students who have attended multiple semesters in the past, who are already not meeting SAP are not given a warning semester as they have already received aid for one semester when they had not made SAP.
- After the warning semester the student must have the required GPA or completion rate to continue to receive financial aid assistance or financial aid will be suspended.
- If financial aid funds are suspended the student may file an appeal based on any mitigating circumstances that caused the student to be unsuccessful in their coursework.

Financial Aid Appeal
- Students may submit a Financial Aid Appeal if they can provide documented proof of mitigating circumstances. Mitigating Circumstances are those that are beyond the student’s control such as illness, death in the immediate family, divorce, etc.
- Students must submit the appeal form and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.
- The Financial Aid Committee will meet each term to review the Financial Aid Appeals.
- Students will be notified of the decision made by the committee by e-mail/letter.
- Students must follow the terms of their appeal if approved or their Financial Aid will be suspended.
- If a student is approved on a Financial Aid Appeal and fails to follow the terms of the appeal, a second appeal is not accepted. Students in this situation will not be eligible to receive aid until their progress is current by their own means.
- Students who have exceeded their 600% Pell Grant Lifetime Eligibility are not eligible to file an appeal to receive a Pell Grant. Their appeal will be considered for Direct Loans only.
- The only circumstances a student may file an appeal for MAX ATTEMPTED HOURS is if they have graduated from a program and wish to have us evaluate their transcript to see if any hours can be excluded that do not count in any way toward the current program of study. Only students who have completed a degree/certificate can be considered for an appeal on MAX.
- Students who owe back funds Pell Grant or Direct Loan funds from a prior term are cannot appeal repaying the funds.

Updated 4/6/16
USA Funds Life Skills Student Guide
Wallace State Community College, All Students

Through your school, you now have access to USA Funds® Life Skills®, a free online learning program that offers you advice for managing your time and money wisely while on campus and after graduation. This Student Guide provides basic information about the tool and outlines the steps necessary to access and complete the lesson(s) that your school has assigned to you.

Log in.
New users are required to complete a simple, one-time registration process. Once you complete the initial registration process, only your username and password are required for future visits.

1. Open your browser and go to www.lifeskills.org.
   - Helpful hint: Save this address as a favorite to simplify access for future visits.
2. Click “Request a new account” in the Login box to create your account.
3. Complete all of the information on the Request Account page. Some fields require the school defined information listed below.
   - Enter your school e-mail address as your username.
   - Enter the student ID number assigned to you by your institution as your school-assigned student ID.
   - Enter 00787100 as your School Code. Note: This code must be entered exactly as shown here.
   - Enter 00787100-02 as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click “Create Account” in the lower right corner to create your account.
   - Note: If you forget your password on future visits, click “Forgot your password?” in the Login box to reset it.

Get started.
To access and complete the lessons, follow these steps:

1. Select “My Catalog” from the left navigation menu or select the “My Catalog” tab at the top of the page.
2. Click on the name of a lesson and click “Enroll” on the right side of the screen.
   - Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under “My Learning” on your Home page to return to the in-progress lesson.
3. Click on the name of the lesson again under “OLT Lessons” to begin the lesson.
   - Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.
4. Click “Next” to advance through the lesson.
5. Complete the assessment at the end of the lesson. Once completed, your score will be recorded on your transcript as well as your school’s weekly report. (See next section for transcript information.)
6. After you receive your assessment results, click “Exit” to leave the lesson.
   - If you want to improve your assessment score, close and re-launch the course then follow the prompts.
7. Click USA Funds Life Skills Survey under “Course Activities” to complete a brief survey about the lesson.
8. Click the “Home” tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

You can review the lessons and retake the Life Skills lessons to improve your score at any time by navigating to the lesson through the course catalog.
The curriculum covers the following topics:

- 100 level lessons will help you find resources to pay for college, understand the steps required to apply for financial aid and prepare to repay your student loans.
- 200 level lessons will help you manage your school and personal life by living on a budget, selecting the right program of study and setting career, financial and educational goals.
- 300 level lessons will help you search for a job, prepare for an interview and understand the details related to life after graduation.
- 400 level lessons will help you manage your debt including credit cards, understand credit scores and reports, protect yourself from identity theft, and maximize your savings.
- 600 level lessons will help you survive and pay for graduate school, and manage debt during school and prepare for life after graduate school.
- 700 level lessons will help couples — where at least one person is in school — balance time, money and relationships with the demands of completing graduate school.

See your results.
A printable transcript of your lesson activity is available at any time.

1. Click “My Transcripts” in the left navigation menu.
   - Your transcript will provide details about any lesson in which you have enrolled, including completion status, registration date, completion date and final assessment score.
2. You have the option to print or export your transcript.
   - Click “Print” in the upper right corner to print your transcript.
   - Click “Export” in the upper right corner, choose an export format and click “Export” to create an electronic version of your transcript.

Complete multiple assignments.
If you are assigned multiple lessons from different staff (for example, one group of lessons from the financial aid office and another group of lessons from a professor), you will need to enter additional access codes to your account. This is required for your lesson completion results to be accurately reported to those who assigned the USA Funds Life Skills lessons to you.

1. Click “My Account” in the left navigation menu.
2. Enter the additional code(s) in the available Student Access Code fields.
   - Note: If you override an existing code with a new code, your completion results no longer will be reported to the person who provided the existing code.
3. Click “Update.”

Get help.
For assistance, use the “Contact Us” link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.