ADMISSIONS PROCEDURES FOR
PRACTICAL NURSING

After you have read and studied these procedures, complete and return the Practical Nursing Application to:

Wytheville Community College
Admissions Office
1000 East Main Street
Wytheville, VA 24382
PRACTICAL NURSING APPLICATION

Student ID ___________________________ or SSN (optional) ___________________________

Last Name _________________________________ First Name _________________________________ MI _________

Please list any previous names, if applicable: ________________________________________________________________

Address __________________________________________________________________________________________

__________________________________________________________________________________________________

Phone Number:  (Home) _________________________________ (Work) _____________________________________

Have you ever been enrolled in a health program at another college?  ☐ Yes  ☐ No

If “Yes”, please list the program(s) and the college(s):

____________________________________________________________________________________________

Please list all previous colleges attended (whether enrolled in a health program there or not):

______________________________________________________________________________________________________

______________________________________________________________________________________________________

Official high school transcripts and official transcripts for all colleges previously attended, excluding other Virginia Community Colleges (VCCS transcripts), should be submitted directly to the WCC Admissions and Records Office to be considered for admission to the LPN program.

I have read and understand the requirements as described in the Admissions Procedures for Practical Nursing packet. It is my responsibility to make sure that all admissions requirements are met and that all materials are received by the WCC Admissions and Records Office. I understand that I will not be placed on the waiting list until all pre-admission requirements have been met. I also certify that I have disclosed all previous colleges attended and will provide a full, official transcript from each college as a part of my application (excluding other VCCS transcripts).

By signing below, I agree to be enrolled in the Career Studies Certificate (CSC) in Health Sciences while I am waiting to be considered for admission to the Practical Nursing program. The CSC in Health Sciences is a financial aid eligible program of study that can be completed within the first year of a Health Professions program. If I wish to pursue any other degree or add an additional plan of study, I must contact the Admissions Office. I understand that Practical Nursing cannot be added as my course of study until after I have completed the wait list process and been admitted to the program.

Signature:  __________________________________________________ Date: _________________________________

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.
ADMISSIONS PROCEDURES FOR
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INTRODUCTION

Admission to one of the Wytheville Community College’s health programs is different from admission to other programs at the college because there is a limit to the number of applicants that can be admitted. The number of applicants admitted to the health programs is limited for several reasons: number of places available for clinical experiences, accreditation restrictions and limitations in campus facilities (classrooms and laboratories) and the number of faculty.

Because admissions are limited, not everyone who applies for a given health program in a specific year may be admitted for that year. This information packet describes the admissions process and requirements for the Practical Nursing program.

Please Note: All PN classes are held at the Crossroads Institute in Galax, VA. Classes are held two days per week the first two semesters and 4 days per week during the last three semesters.

How do I apply?

The admissions process begins with an application packet. There are three important steps to the application process:

STEP ONE – COMPLETE APPLICATIONS

_____ Complete Wytheville Community College application

• You may apply online at https://apply.vccs.edu

• Ensure program intent is clearly indicated

• If you have completed an application in the past three years but are currently enrolled in another curriculum, speak with a counselor in the Academic Resource Center to change your curriculum

_____ Complete the enclosed Practical Nursing Application and return it to the WCC Admissions and Records Office.

• The Admissions and Records Office will send you a letter if any required information is needed; however, it is your responsibility to make sure all materials have been received.
STEP TWO - TRANSCRIPTS

Request official transcripts from high school, GED, and colleges to be sent directly to:

Admissions and Records Office
Wytheville Community College
1000 East Main Street
Wytheville, VA 24382

- All transcripts must be received by the Admissions and Records Office before your name can be added to the waiting list.
- Requests for transcripts from other Virginia Community Colleges (VCCS transcripts) will not be necessary to obtain.
- A request form for high school transcripts can be obtained in the Admissions and Records Office at WCC, if needed.

Please Note: Transcripts from high school and colleges are used to evaluate program prerequisites and for certain placement activities. College transcripts are used to determine if any program course requirements have been met elsewhere. If so, your transcripts will be evaluated after you are program placed so any applicable transfer credit can be awarded. You do not need to request other VCCS institutions to send official transcripts to WCC as these can be obtained online.

STEP THREE – COLLEGE PLACEMENT TESTS

Take Virginia Placement Test for English

- This test is necessary to determine academic readiness for college English coursework.
- Students may contact the Testing Center in the Academic Resource Center for information and test schedules.

Please Note: The Virginia Placement Test for English must be taken to assess reading and writing skills unless you have successfully completed college level English. The purpose of these tests is to determine your readiness for college-level work and to ensure that you are as successful as possible in your course work.

Once your skill level in reading and writing has been determined, you may be required to complete developmental English courses. These courses are not required to be complete before you enter the LPN program, but you must complete these developmental courses by the last day of the term prior to taking PNE 162.

Please contact the WCC Testing Center in the Academic Resource Center at 276-223-4825 for more information about placement testing at the WCC main site or 276-744-4974 about testing at the Crossroads Institute.

IT IS VERY IMPORTANT FOR YOU TO MAKE SURE THAT ALL ELEMENTS OF THE APPLICATION PACKET HAVE BEEN COMPLETED AND SUBMITTED TO THE ADMISSIONS AND RECORDS OFFICE, SINCE THE DATE OF COMPLETION WILL DETERMINE YOUR PLACE ON THE ADMISSIONS/WAITING LIST.

It is also important for you to notify the Admissions and Records Office of any changes in name, address, phone number, or any other changes. If you are missing any information in your admissions packet, the
Admissions and Records Office will inform you by letter; however, it is your responsibility to make sure all materials have been received by Admissions and Records Office.

**IMPORTANT INFORMATION REGARDING ADMISSION:**

**Criminal Background Check/Drug Screening**

Background checks for criminal history and sex offender crimes against minors are required by all health professions programs at WCC to allow students entrance into some clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Clinical agencies may require drug testing prior to placement of students for clinical rotations. Students with positive drug test results may be prohibited from clinical practice and may not complete the program. Cost for criminal background checks and drug testing will be the responsibility of the student.

**What counties are considered in-district?**

Students residing in Wytheville Community College’s service region are considered in-district. The service region includes Bland County, Carroll County, the City of Galax, Grayson County, Smyth County (Marion and eastward), and Wythe County. Virginia residents not having access to a practical nursing curriculum at the local community college will also be considered in-district, provided such students apply for admission to the program.

**When will out-of-district or out-of-state students be considered for admission?**

Out-of-district applicants and then out-of-state applicants are considered for admission after in-district students have been placed. After in-district students have been placed, Virginia out-of-district applicants are considered in the order of the completion date of the application packet, followed by out-of-state applicants using the same method.

**What happens when I finish my developmental courses?**

When you have completed all of your developmental requirements, you need to inform the Admissions and Records Office. The Admissions and Records Office will then verify that all requirements have been met and place you on the waiting list from the date of the last day of class for that term. If several applicants complete developmental requirements at the same time (that is, in the same term), the applicant will be placed on the waiting list according to the earliest application packet completion date.

**When I complete all admissions requirements, will I be admitted at the beginning of the Fall semester?**

Please remember that health programs can admit a limited number of students. If the class is full, you will remain on the waiting list in order by the date that you completed your application packet and all developmental courses.

**How will I know when a spot becomes available?**

If you are on the waiting list and a spot becomes available, you will be notified by letter. Please be sure to respond by returning the notification to accept/decline form that will be enclosed with the letter by the specified date. If a spot becomes available near the beginning of the semester, or even within the first few days of class, you will be notified by telephone. Therefore, it is very important for you to keep all of your personal information updated, and it also important to remember to apply for financial aid every year, should a spot become available close to or at the beginning of the semester.

**What happens if I decline the space when it becomes available?**
Students who do not accept a space will be given a new date (the date you notified the Admissions and Records Office that you were declining your slot) and will be placed on the waiting list by that new date. If the student does not specify continued interest in the program, his/her name will be removed from the list.

What if I do not get admitted the year that I applied?

If you are not admitted, you will stay on the wait list for consideration the next year unless you contact the Admissions and Records Office to be removed from the waiting list. If you have decided to change your curriculum or you are no longer interested in pursuing the Practical Nursing program at WCC, it is imperative that you update your status by contacting the Admissions and Records Office.

If you still intend to seek admission to the Practical Nursing program in the next year's class, you may take classes at the college, possibly even finishing your general education requirements for the program. The only classes you cannot take are the PNE-prefixed, Practical Nursing curriculum discipline classes. The admission cycle usually begins in the Spring term. If you have been placed on the wait list for the next year, you will not hear anything about admission to the program until after March.

What do I need to do if I move?

It is extremely important for you to notify the Admissions and Records Office of any changes to your address and/or phone number(s).

If I withdraw from or I am unsuccessful in a Practical Nursing class once I’ve been admitted, can I be readmitted?

Yes, the procedures to be readmitted after you have attempted the program are different from the procedures followed to be admitted the first time. Readmission procedures are as follows:

- You will receive a letter from the PN faculty with readmission requirements. Apply in writing to the program head by the requested readmission date stated in your letter from the faculty.
- Have a conference with the program head to establish readmission eligibility and requirements before registering for any classes
- Have any developmental course requirements completed
- Have at least a 2.5 grade point average (GPA) at WCC

Please note: If you need to bring your GPA up to become eligible for readmission, you must take your classes at WCC since classes transferred from another college or university do not count toward the calculation of your WCC GPA. Only classes taken at WCC will be calculated in your WCC GPA.

PRACTICAL NURSING

Practical Nursing is a certificate program that requires one unit of high school or college biology with a grade of “C” or better for admission. If you do not meet this high school prerequisite, you may satisfy the requirement by completing a developmental or college-level Biology course. Students may take BIO 101, NAS 150, or a higher level biology course offered at WCC, or the equivalent at another college. If you require a unit of college Biology, you must complete this course before you can be placed on the waiting list for program admission.

You may be placed on the waiting list and be admitted to the program without completing any required English (reading and writing) developmental courses first. However, these courses must be completed by the last day of the semester prior to beginning PNE 162.

Once you are admitted to the program, you must submit a clinical eligibility form, criminal background check, and drug screening form to the Practical Nursing Department before taking PNE 161. You must also
provide the Practical Nursing Department with evidence of CPR certification. Students must earn a “C” in all PNE-prefix courses to continue. If a student receives lower than a “C,” they must contact the program head for readmission requirements.

**It is highly recommended that you apply for financial aid every year you are on the waiting list if your education is dependent on financial aid.**