Associate in Applied Science  
Department of  
Allied Health and Nursing  

2014 APPLICATION FOR ADMISSION  
to  
MEDICAL ASSISTING  
Boone Campus  
Wyoming Campus  

APPLICATION DEADLINE  
May 31, 2014, by 4:30 P.M.  

www.southernwv.edu
2014 Associate in Applied Science Application
Medical Assisting
(Return this page only with required attachments)

Last Name: ____________________________
First Name: ____________________________
Middle Name: ____________________________

Address: ___________________________________________________

City: ____________________ County:_______________ State:_________ Zip:__________

Telephone Numbers: Home:_______________ Work:_______________ Cell:_____________

Southern ID: ______________________    Social Security Number __________

E-mail Address (MANDATORY): ______________________________________________

Are you a U. S. Citizen?  Yes       No

Under Immigration and Naturalization Service’s rules, Southern is not an institution certified to receive international students.

You will only be considered for admission to the campus for which you apply. Please rank the campus of your choice in numerical order.

_______  Medical Assisting (Boone Campus) _______ Medical Assisting (Wyoming Campus)

*Failure to fully complete this application, provide truthful information, and/or send required documentation by May 31, 2014, at 4:30 p.m., will result in immediate disqualification.

I certify that all information provided in connection with this application is true and correct to the best of my knowledge. I understand that any misrepresentation or omission on this application shall automatically dismiss me from the Medical Assisting program. I have applied for admission to Southern West Virginia Community and Technical College and all transcripts, other than Southern’s, are attached to this application. I have also attached a copy of my ACT scores, if applicable, to this application. By signing below I verify and hereby affirm that I have read and understand this application.

I also hereby certify that I am or will be eligible for college level English and college level math by the application deadline of May 31, 2014, 4:30 p.m.

________________________________________  ______________________________
APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE RECEIVED ON OR BEFORE MAY 31, 2014 - 4:30 P.M.

Information provided to the Department of Allied Health and Nursing is confidential and is used only for selections purposes.

If you have a change of name, address, or email you must contact the Coordinator for Medical Assisting and Student Records immediately to update your information.

Mail or hand deliver completed application (with required documentation) by May 31, 2014, 4:30 p.m. to:

Lora Foster, Coordinator, Medical Assisting Program
Southern West Virginia Community and Technical College
Boone/Lincoln Campus
3505 Daniel Boone Parkway
Danville, WV  25053
304-369-0701
Fax: 304-369-2954

STATEMENT OF UNDERSTANDING
(Do not return this Statement of Understanding –Keep for your information)

I understand the following:

1. It is my responsibility to contact the Registrar at 304.896.7443 to ensure that my transcripts and records are received, accurate and complete.

2. Travel is required in all Allied Health and Nursing programs. Day, evening, night, and/or weekend clinical rotations may be assigned. All arrangements and expenses are my responsibility.

3. Criminal background checks and drug screens are required at my expense upon tentative admission to an Allied Health or Nursing program. Payment and testing is required regardless of previous acceptance into a program(s).

4. Clinical agencies may request the results of background checks, drug screens, or other investigative information and may deny access to clinical facilities.

5. I may or may not be allowed to take the appropriate licensure/certification exam if convicted of a felony or misdemeanor.
a request for a drug screen, or a positive or diluted drug screen, will result in immediate dismissal from the program.

7. If I have ever received, or am currently receiving, treatment for drug dependency, I must submit a copy of the treatment/record or discharge summary, printed on the facility’s letterhead upon tentative admission to an Allied Health or Nursing program.

8. Letters of recommendation **ARE NOT** required and, if letters are submitted, **WILL NOT** be used in the selection process.

9. Applications are not held over from year to year and if I am not admitted I must re-apply. This application supersedes and takes precedence over any previous application produced by the Department of Allied Health and Nursing.

10. Failure to provide any requested information or any proven misrepresentation, dishonesty, deceit, falsification, or omission of information **WILL** result in immediate disqualification of the application.

11. If any of the above statements are not fully understood, it is my responsibility to request clarification from the Department Chair of Allied Health and Nursing and/or the Dean, Career and Technical Programs.

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, sexual orientation, disability, or national origin. This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, disability, or national origin. Inquiries on the implementation of the policy and/or Title IX Amendment should be addressed to:

**Affirmative Action Officer**  
Debbie Dingess  
Interim Director of Human Resources  
304.896.7408  
Debbie.dingess@southernwv.edu

**Title IX Coordinator**  
Darrell Taylor  
Dean, Enrollment Management and Student Development  
304.896.7432  
Darrell.taylor@southernwv.edu
INSTITUTIONAL ACCREDITATION

Southern West Virginia Community and Technical College is accredited by the:

**Higher Learning Commission of the North Central Association of Schools and Colleges**
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Phone: 312.263.0456/800.621.7440
Fax: 312.263.7462 [http://www.ncahlc.org](http://www.ncahlc.org)

PROGRAMMATIC ACCREDITATION

Agencies accrediting specific program offerings at Southern West Virginia Community and Technical College include:

**Medical Laboratory Technology**
National Accrediting Agency for Clinical Laboratory Sciences
5600 River Road, Suite 720
Rosemont, IL 60018
Phone: 847.939.3597/773.714.8880
FAX: 773.714.8886
[http://www.naacls.org](http://www.naacls.org)

**Radiologic Technology**
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312.704.5300
FAX: 312.704.5304
[http://www.jrcert.org](http://www.jrcert.org)

**Nursing**
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
Phone: 404.975.5000
FAX: 404.975.5020
[http://www.acenursing.org](http://www.acenursing.org)

**Respiratory Care Technology**
Committee on Accreditation in Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Phone: 817.283.2835
FAX: 817.354.8519
[http://www.coarc.com](http://www.coarc.com)

**West Virginia Board of Examiners for Registered Professional Nurses**
101 Dee Drive, Suite 102

**Surgical Technology**
Commission on Accreditation of Allied Health Education Programs