



**Associate in Applied Science
Division of Healthcare
and Business Programs**

2016 APPLICATION FOR ADMISSION

**BOONE CAMPUS
MEDICAL ASSISTING**

**LOGAN CAMPUS
HEALTH INFORMATION MANAGEMENT
MEDICAL LABORATORY TECHNOLOGY
NURSING
RADIOLOGIC TECHNOLOGY
SURGICAL TECHNOLOGY**

**WILLIAMSON CAMPUS
RESPIRATORY CARE TECHNOLOGY
ACCELERATED MEDICAL ASSISTING**

**WYOMING CAMPUS
RESPIRATORY CARE TECHNOLOGY**

**APPLICATION ACCEPTANCE IS ONGOING.
PREFERENCE WILL BE GIVEN TO THOSE
WHO APPLY BEFORE FEBRUARY 1, 2016.**

www.southernwv.edu

**2016 Associate in Applied Science Application
Healthcare Programs
(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: _____ (If no Southern ID, contact Student Records)

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.*

Are you a Veteran? Yes No

You will only be considered for admission to the program(s) for which you apply. Please rank the top three (3) program(s) of your choice in numerical order.

- _____ Accelerated Medical Assisting – Williamson Campus
- _____ Health Information Management – Logan Campus
- _____ Medical Assisting – Boone Campus
- _____ Medical Laboratory Technology – Logan Campus
- _____ Nursing – Logan Campus
- _____ Radiologic Technology – Logan Campus
- _____ Respiratory Care Technology – Williamson Campus
- _____ Respiratory Care Technology – Wyoming Campus
- _____ Surgical Technology – Logan Campus

***Failure to fully complete this application, provide truthful information, and/or send required documentation 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 any Healthcare 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.

Signature of Applicant _____
Date

Confirmation of attachments: HESI A2 results ACT scores College Transcript(s)

Application Requirements

Accelerated Medical Assisting (Williamson Campuses)

Health Information Management (Logan Campus)

Medical Assisting (Boone Campus)

Medical Laboratory Technology (Logan Campus)

Radiologic Technology (Logan Campus)

Respiratory Care Technology (Williamson and Wyoming Campuses)

Surgical Technology (Logan Campus)

Application Requirements

- Applicant must be eligible to enter college level English and math.
- Applicant must submit an ACT score to the Registrar's office **and** attach a copy to this application. Applicants will be selected competitively based upon the total math, science, reading, and English ACT scores. Highest scores will be given priority.
- ACCUPLACER scores will not be used to replace the ACT score for the selection process.
- Applicant must have a minimum GPA of 2.0 in all previous college level courses. If no college courses have been taken, high school GPA or equivalent will be considered.
- Applicant must attach copies of transcripts from all colleges or universities attended.
- Applicant who has not taken previous college level courses must attach a copy of their high school or equivalent transcript.

Nursing (Logan Campus)

Application Requirements

- Applicant must be eligible to enter college level English and math.
- Applicant must have a minimum GPA of 2.5 in all previous college level courses in order to be considered for the Nursing program. If no college courses have been taken, high school GPA or equivalent will be considered.
- Applicant must attach copies of transcripts from all colleges or universities attended.
- Applicant who has not taken previous college level courses must attach a copy of their high school or equivalent transcript.
- Applicant must take the HESI A2 Exam and achieve a score of 75% or higher to be eligible for selection process.
- Applicant for the Nursing Program must set up an account at <https://evolve.elsevier.com> to pay for the pre-entrance exam. Applicant must pay online by credit card only. *See next page for further instructions.
- Certified test scores must be submitted with the application.
- The Nursing Program will accept a score from a previous HESI A2 exam that is no older than two (2) years prior to the October 1, 2015 date. Applicants are only allowed to test one (1) time during this year's qualifying testing period. If it is determined that an applicant has tested more than one (1) time during this year's testing period, the first (1st) attempt score will be used for the selection process.

Instructions for testing:

All applicants must register with Elsevier in advance of testing to obtain an Elsevier/Evolve account and password. This password must be presented at Prometric Testing Center at the time of testing. The fee is \$98.65 and is due when registering for the HESI A2 test.

1. Go to <https://evolve.elsevier.com/> to register for your HESI Distance testing exam and pay for the exam. Payment methods available are Visa, MasterCard and American Express.
2. You will need to create an Evolve student account if you do not already have one.
3. Log into your Evolve account and click on Distance Testing Tab > Register for a Distance Exam > Complete the required information, check box at bottom and submit. Southern WV Community and Technical College's Department ID which will have to be entered on this form is: **201361**.
4. **DO NOT** use the school's ID for your student ID when creating your Evolve account.
5. You will receive an email Confirmation Notice indicating that you may schedule your exam. You will receive your Eligibility ID within 1-3 business days from Elsevier's receipt of your request. Add exameligibility@elsevier.com to your email's safe sender list or check your spam/junk folder to avoid delays in receipt of ID.
6. After receiving your Eligibility ID from Elsevier you can proceed to register for a testing date and time either by phone or online. **It is not necessary to do both.**
 - a. If registering by phone, call 1.800.481.6457;
 - b. If registering online:
 - i. Go to www.prometric.com;
 - ii. Choose Schedule My Test>In the Search or select from the directory search box, enter Elsevier>Click Search>Click on Elsevier>Click on Schedule My Test>Next screen – Country should say United States; scroll down and choose West Virginia under State>click Next>Read the information on this screen but disregard contacting your school, you will receive eligibility to test from Elsevier>agree to privacy policy and click Next. You will be taken to a screen to enter your eligibility ID and the first four (4) characters of your last name. Click Next and continue to follow prompts.
 - iii. Calendar will appear to allow you to select date and time for testing;
 - iv. Confirmation number will be assigned. You **MUST** take this confirmation number with you on the day of testing.

The testing site and address is:
Prometric Testing Center
2 Players Club Drive
Charleston, WV
304.344.8087

On the day of testing:

1. Report to the testing site at least 30 minutes before scheduled testing time;
2. Bring a valid picture ID (driver's license, passport, etc.);
3. Bring Elsevier/Evolve password; and
4. Bring Prometric confirmation number.

You will be tested on the following areas – Reading Comprehension, Vocabulary, Grammar and Math. Each exam has 55 test items. Testing is approximately four (4) hours. There are study guides available if you Google or go to Elsevier site and enter HESI A2. Prometric Testing will print and certify your test scores. **These scores MUST be attached to the nursing application. Applications for nursing that do not have the HESI A2 scores attached will not be considered for admission.**

NOTE: APPLICATION DEADLINE IS ONGOING. PREFERENCE WILL BE GIVEN TO THOSE WHO APPLY PRIOR TO FEBRUARY 1, 2016.

Information provided to the Division of Healthcare and Business Programs is confidential and is used only for selections purposes.

If, after submission of your application, you have a change of name, address, phone number or email you **must** contact the Division of Healthcare and Business Programs **and** Student Records **immediately** to update your information.

Submit application to: Susan E. Wolford, Administrative Associate
Division of Healthcare and Business Programs
Building C, Room 333
Southern West Virginia Community and Technical College
PO Box 2900
Mount Gay, WV 25637
Phone: 304.896.7385
Fax: 304.792.7053

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 official transcripts and records are received, accurate and complete.
2. Travel is required in all Healthcare 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 acceptance into a program. Payment and testing is required regardless of previous acceptance into a program(s). Previous background checks and drug screens are not acceptable.
4. At the discretion of certifying/licensing agencies, clinical agencies can require the results of background checks, drug screens, or other investigative information and can prohibit access to clinical facilities.
5. I may or may not be allowed to take the appropriate licensure/certification exam after completion of a program if convicted of a felony or misdemeanor.
6. A random drug screen may be requested at any time while in the program. Failure to comply with a request for a drug screen, or a positive or diluted drug screen, or tampering with results, 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 a Healthcare or Nursing program.
8. Letters of recommendation **ARE NOT** required and, if 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 Division of Healthcare and Business Programs.
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 Division of Healthcare and Business Programs.
12. Full admission to any Healthcare program is contingent upon results of background check, drug screen and physical exam.

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, color, 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, color, 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
Human Resources
304.896.7408
Debbie.dingess@southernwv.edu

Title IX Coordinator

Darrell Taylor, Director
Enrollment Management
and Student Engagement
304.896.7432
Darrell.taylor@southernwv.edu

Disability Services

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to participate in its programs and services.

This process of providing disability-related services is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner.

Persons with disabilities that plan to apply for the **Nursing program** and are required to take the **HESI A2** pre-entrance exam should contact Dianna Toler, Director of Disability and Adult Services, at 304.896.7315 (TTY: 304.792.7054) at Southern West Virginia Community and Technical College to plan for potential accommodation. ADA procedure requirements from Elsevier for the HESI A2 are included in this packet.

Information provided regarding Disability Services is considered confidential and is not disclosed without the written permission of the student.

See next page for Elsevier ADA Procedures.

ADA Procedures:

1. Student must provide all special accommodation documents to the school of choice for review and approval at the school level.
2. School will then submit the request for accommodations, via email, to m.stagg@elsevier.com. (Please review the notice below and include all information in the email request.)

***IMPORTANT:** The information provided below must be the same as it appears on your government issued photo ID. You will not be admitted into the testing lab if there is any discrepancy between what is entered into the system (by Elsevier) and what is presented on your ID. Please only submit your Eligibility ID request once.

Include the following information in the email request:

Prospective School Name
Type of Program (i.e. ADN, BSN, Nursing, Radiography, etc.)
Exam Name
Requested Accommodation
First Name
Middle Name
Last Name
Address
City
State
Zip
Phone Number
E-mail

3. Elsevier will review the ADA request to ensure compliance with our testing policies. Upon approval, Elsevier will provide the school with authorization and pricing information.
4. School will need to provide written acceptance of conditions, before the student can be scheduled to test at Prometric with special accommodations.

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>

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>

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>

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>

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>

West Virginia Board of Examiners
for Registered Professional Nurses

101 Dee Drive, Suite 102

Charleston, WV 25311-1620

Phone: 304.558.3596

Fax: 304.558.3666

<http://www.wvrnboard.com>

Surgical Technology

Commission on Accreditation of
Allied Health Education Programs

1361 Park Street

Clearwater, FL 33756

Phone: 727.210.2350

Fax: 727.210.2354

<http://www.caahep.org>