



**Associate in Applied Science  
School of Career and Technical Studies  
Department of Allied Health and Nursing**

**Fall 2019 APPLICATION - PROGRAM ADMISSION**

**BOONE/LINCOLN CAMPUS**

Medical Assisting

**LOGAN CAMPUS**

Paramedic Science

**WILLIAMSON CAMPUS**

Medical Assisting

**WYOMING/MCDOWELL CAMPUS**

Respiratory Care Technology

**Fall 2019 Application Process Ongoing**

[www.southernwv.edu](http://www.southernwv.edu)

Southern West Virginia Community and Technical College is accredited by The Higher Learning Commission and a member institution of the Community and Technical College System of West Virginia. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, disability, age, religion, sex, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Affirmative Action Officer, Doug Kennedy (304) 896-7408; Section 504 ADA Coordinator, Dianna Toler (304) 896-7315; Title IX Coordinator, Darrell Taylor (304) 896-7432.

**2019 Associate in Applied Science Application  
School of Career and Technical Studies  
Department of Allied Health and Nursing**

(RETURN PAGES 2 & 3 with the required attachments listed on the NEXT PAGE)

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Numbers: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Southern ID:** \_\_\_\_\_ (If you do not have a Southern ID number, you **MUST APPLY** for admission to Southern)

**Personal E-mail Address:** \_\_\_\_\_

**Southern E-mail Address:** \_\_\_\_\_

**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

**Are you currently enrolled as a Health Care Professional major student?** Yes  No

You will only be considered for admission to the program(s) for which you apply. Please clarify the program(s) of choice in **numerical** order. (ex. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.)

\_\_\_\_\_ Medical Assisting – Boone Campus

\_\_\_\_\_ Paramedic Science – Logan Campus – (Pre-requisite – EMT-B)

\_\_\_\_\_ Medical Assisting – Williamson Campus

\_\_\_\_\_ Respiratory Care Technology – Wyoming Campus

**\*Failure to fully complete this application, provide truthful information, and/or send required documentation will result in immediate ineligibility.**

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 will result in immediate ineligibility from all Healthcare programs. I have applied for admission to Southern West Virginia Community and Technical College and all transcripts are attached to this application. I have also attached a copy of my ATI TEAS and/or ACT/SAT 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

You **MUST ATTACH** the following documents on the **CHECKLIST** below to be considered.

- Copy of ACT or SAT score (ALL applicants)
- Copy of College or High School Transcript (if no college) (ALL applicants)
- Copy of University/College Highest Degree (ALL applicants)
- Copy of Health Related Field Certifications (Accredited Programs) (ALL applicants)

(Examples: LPN, CNA, MA, RT(R), RRT, CRT, MLT, CST, Phlebotomist, NREMT, EMT-B)

### **Application Requirements**

**Medical Assisting** (Boone and Williamson Campus)

**Paramedic Science** (Logan Campus) – (Pre-requisite – EMT-B)

**Respiratory Care Technology** (Wyoming Campus)

### **Allied Health Programs Listed Above**

- Be eligible to enter college level English and math.
- Minimum cumulative GPA of 2.0 in all previous college level courses. If no college courses available, high school GPA or equivalent will be considered.
- Must submit an ACT or SAT score with this application.
- ACCUPLACER, ACT, SAT scores may be used to demonstrate college readiness in English and math.
- Attach copies of transcripts from all colleges/universities attended.
- Applicants who have not taken previous college level courses must attach a copy of their high school or equivalent transcript.
- Applicant must have English language proficiency.

### **Submit your application to:**

Susan E. Wolford, Administrative Associate  
 School of Career and Technical Studies  
 Logan Campus  
 Building B, Room 229  
 Southern West Virginia Community and Technical College  
 PO Box 2900  
 Mount Gay, WV 25637  
 Phone: 304.896.7385  
 Email: Susan.Wolford@southernwv.edu

Information provided to the School of Career and Technical Studies is confidential and is used only for program selection purposes.

The selection of Allied Health and Nursing students is a competitive process based on previous academic performance that includes the following: A TEAS exam score of 60 or higher (nursing program only), ACT composite or SAT total score, college or high school transcripts, overall Grade Point Average (GPA), as well as completed health related field degree(s) and health related field certification(s) from an accredited institution **prior to August 1, 2019.**

### **Affirmative Action**

Southern West Virginia Community and Technical College is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Institution in the provisions of its education and employment programs and services.

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, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans' status, 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 neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, or national origin.

Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

#### **Affirmative Action Officer**

Mr. Doug Kennedy, Director of Human Resources  
Southern West Virginia Community and Technical College  
P. O. Box 2900  
Mount Gay, WV 25637  
304.896.7408

#### **Title IX Coordinator**

Mr. Darrell Taylor, Director of Enrollment Management and Student Engagement  
Southern West Virginia Community and Technical College  
P. O. Box 2900  
Mount Gay, WV 25637  
304.896.7432

#### **Section 504 Coordinator**

Ms. Dianna Toler, Director of Disability and Adult Services  
Southern West Virginia Community and Technical College  
P. O. Box 2900  
Mount Gay, WV 25637  
304.896.7315

If, after submission of your application, you have a change of name, address, phone number or email you **must** contact the School of Career and Technical Studies **and** Student Records **immediately** to update your information.

## **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. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities.

Disability Services offers a supportive environment to ensure students with disabilities have equal access to the programs, services and activities offered by Southern. Disability Services provides and coordinates reasonable accommodations and disability-related services, advocates for an accessible learning environment through the removal of physical, informational and attitudinal barriers, and encourages self-advocacy and personal responsibility on the part of students with disabilities.

Immediately following completion of the application to Southern, persons with disabilities should contact Disability Services to plan for potential accommodation.

Reasonable and effective academic accommodations are provided on an individual basis and are based upon appropriate documentation of the disability and the significant functional limitations associated with the disability. Students having accommodation needs must:

- schedule an initial interview with the Office of Disability Services
- provide written documentation of disability from an appropriate professional licensed to diagnose such disability
- request services on an academic term basis

This process of providing disability-related services follows guidelines of the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation ACT of 1973 and is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner.

Persons with disabilities who plan to apply for the **Nursing program** and are required to take the **ATI** 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.

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

## 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 upon acceptance into a nursing or allied health program.
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 School of Career and Technical Studies.
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 School of Career and Technical Studies.
12. Full admission to any Healthcare program is contingent upon results of background check, drug screen and physical exam.