Associate in Applied Science
Division of Healthcare
and Business Programs

2016 APPLICATION FOR ADMISSION

LOGAN CAMPUS

HEALTH INFORMATION MANAGEMENT

APPLICATION ACCEPTANCE IS ONGOING.
PREFERENCE WILL BE GIVEN TO THOSE WHO
APPLY BEFORE DECEMBER 1, 2015.

www.southernwv.edu
<table>
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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
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<tr>
<th>City:</th>
<th>County:</th>
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<th>Zip:</th>
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<th>Telephone Numbers: Home:</th>
<th>Work:</th>
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<table>
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<tr>
<th>Southern ID:</th>
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(If no Southern ID, contact Student Records)

<table>
<thead>
<tr>
<th>E-mail Address (MANDATORY):</th>
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<tr>
<th>Are you a U. S. Citizen?</th>
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<td>Yes ☐ No ☐</td>
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*Under Immigration and Naturalization Service’s rules, Southern is not an institution certified to receive international students.*

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<th>Are you a Veteran?</th>
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<td>Yes ☐ No ☐</td>
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*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.

<table>
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<th>Signature of Applicant</th>
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<tr>
<th>Confirmation of attachments:</th>
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<tbody>
<tr>
<td>ACT scores ☐</td>
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<td>College Transcript(s) ☐</td>
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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.
- Applicant must have a minimum GPA of 2.0 in all previous college level courses. If no college courses taken, high school GPA or equivalent will be considered.
- Applicant must attach copies of transcripts from all colleges or universities attended. Do not send Southern transcripts.
- Applicant who has not taken previous college level courses must attach a copy of their high school or equivalent transcript.

NOTE: APPLICATION DEADLINE IS ONGOING. HOWEVER, PREFERENCE WILL BE GIVEN TO THOSE WHO APPLY PRIOR TO DECEMBER 1, 2015.

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 of 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
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

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