



**Associate in Applied Science  
Division of Allied Health and Nursing**

**2023 APPLICATION - PROGRAM ADMISSION**

**LOGAN CAMPUS**

Medical Laboratory Technology

Nursing

Paramedic Science

Radiologic Technology

Surgical Technology

**WILLIAMSON CAMPUS**

Respiratory Care Technology

**Print application**

**Complete application. TYPE or PRINT legibly to minimize delays in processing your application.**

**Do Not leave blanks.**

**Attach all required documents. If any portion of the application is not included, the application may not be considered.**

**Please make a copy of the completed application for your records.**

**Mail, Email or hand deliver personally to Susan Wolford (DO NOT FAX)**

**APPLICATION DEADLINE:  
February 9, 2023 – 4:30 p.m.**

## 2023 Associate in Applied Science Application Division of Allied Health and Nursing

**(RETURN PAGES 2 & 3 ONLY 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:** \_\_\_\_\_

**If you are previously or currently a student at Southern, please list your Southern ID:**  
**Southern ID:** \_\_\_\_\_

**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 be considered only 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.). For example: 1 Nursing; 2 Surgical Technology; 3 Radiologic Technology

- \_\_\_\_\_ Medical Laboratory Technology – Logan Campus
- \_\_\_\_\_ Nursing – Logan Campus
- \_\_\_\_\_ Paramedic Science – Logan Campus – (Pre-requisite – EMT-B)
- \_\_\_\_\_ Radiologic Technology – Logan Campus
- \_\_\_\_\_ Respiratory Care Technology – Williamson Campus
- \_\_\_\_\_ Surgical Technology – Logan 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

**ALL** applicants **MUST ATTACH** the following documents on the **CHECKLIST** below.

- Copy of ATI TEAS results;
- Copy of ACT or SAT or Accuplacer score;
- Copy of College Transcript(s), including Southern's; and
- Copy of University/College Degrees, including Southern's.

### **Application Requirements**

**Medical Laboratory Technology** (Logan Campus)

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

**Radiologic Technology** (Logan Campus)

**Respiratory Care Technology** (Williamson Campus)

**Surgical Technology** (Logan 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.
- Applicant must take the **NURSING** ATI TEAS pre-entrance exam. The ATI TEAS is used to identify qualified students but there is no minimum score to apply. Applicant must attach ATI TEAS results to the application.
- ATI TEAS exam may be taken up to **THREE TIMES** during current application period. Results of testing that took place in the previous application period (October 2021 through February 2022) may also be used.
- You may retest during this application period if you have tested previously and the highest score will be accepted.
- 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, including Southern, 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.

#### **Nursing Program** (Logan Campus)

- Be eligible to enter college level English and math.
- Minimum cumulative GPA of 2.5 in all previous college level courses. If no college courses available, high school GPA or equivalent will be considered.
- Applicant must take the ATI TEAS pre-entrance exam and achieve a score of 60% or higher and must attach ATI TEAS results to the application.  
ATI TEAS exam may be taken up to **THREE TIMES** during **CURRENT** application period. Results of testing that took place in the previous application period (October 2021 through February 2022) may also be used.
- Applicant may retest during this application period if they have tested previously and the highest score will be accepted.

- ACCUPLACER, ACT, SAT scores may be used to demonstrate college readiness in English and math.
- Applicant must attach copies of transcripts from all colleges/universities, including Southern, attended.
- Applicants who have not taken college level courses must attach high school or equivalent transcript.
- Applicant must have English language proficiency.

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

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

**Submit application, with required attachments, to:**

Susan E. Wolford, Administrative Associate  
Division of Allied Health and Nursing  
Logan Campus, Building C, Room 333  
Southern West Virginia Community and Technical College  
PO Box 2900  
Mount Gay, WV 25637  
Phone: 304.896.7385  
Email: [Susan.Wolford@southernwv.edu](mailto:Susan.Wolford@southernwv.edu)

Applications may be hand delivered or e-mailed. If mailing by USPS, certified mail is highly recommended. You may e-mail after seven (7) days of mailing to verify receipt of your application. An application sent via FAX is not acceptable.

**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, creed, gender, religion, age, sexual or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veterans status, service in the uniformed services, ancestry, 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, ethnicity, sex, color, creed, gender, religion, age, sexual or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

**Affirmative Action Officer**

Ms. Debbie Dingess, Chief Human Resources Officer  
Southern West Virginia Community and Technical College  
P. O. Box 2900  
Mount Gay, WV 25637  
304.896.7408

**Title IX Coordinator**

Mr. Darrell Taylor, Chief Student Services Officer  
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 Student Success  
Southern West Virginia Community and Technical College  
P. O. Box 2900  
Mount Gay, WV 25637  
304.896.7315

## **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 are required to take the ATI TEAS pre-entrance exam should contact Disability Services at 304.896.7315 (TTY: 304.792.7054) at Southern West Virginia Community and Technical College to plan for potential accommodation during ATI TEAS testing.

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.  
It is recommended that you keep a copy of your application and attachments.)**

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.
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 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 Division of Allied Health and Nursing.
12. Full admission to any Healthcare program is contingent upon results of background check, drug screen and physical exam.