

# ***Wallace Community College***



## ***Practical Nursing Program Information Packet***

Wallace Community College  
Practical Nursing Program  
1141 Wallace Drive  
Dothan, AL 36303  
(334) 556-2220

Visit us on the web at  
<http://www.wallace.edu/deptpages/health/lpn/>

*Revised: March 2, 2009*

The Practical Nursing (PN) program at Wallace Community College, Dothan, Alabama welcomes applications from all qualified individuals who wish to pursue a Certificate in Practical Nursing. Applicants must meet all College and program requirements for admission. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Seating is limited, therefore the most qualified students are chosen. Please note that meeting all admission criteria does not guarantee acceptance into the program.

**The Practical Nursing program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). The Alabama Board of Nursing and the National League for Nursing Accrediting Commission can be contacted at**

**Alabama Board of Nursing**  
RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, Alabama 36104  
Telephone (334) 242-4060 Fax (334) 242-4360  
Website: <http://www.abn.state.al.us>

**National League for Nursing Accrediting Commission**  
61 Broadway 33<sup>rd</sup> Floor  
New York, New York 10006  
Telephone: (800)-669-1656 Fax (212) 812-0390  
Website: <http://www.nlnac.org>

## ***Getting Started. . .***

Enrollment to Wallace Community College (WCC) is the first step of application to the PN program. You must complete a WCC application and be **UNCONDITIONALLY ACCEPTED** to WCC. This process will provide you with acceptance to WCC, but not to the PN program. Enrollment Services is the unit responsible for administering all admissions policies and procedures for admission to WCC. If you are unsure of your WCC application status or need an application, please contact Enrollment Services at (334) 556-2473. In order for you to be unconditionally accepted to WCC, the following documents must be received in Enrollment Services:

- Wallace Community College “Application for Admission.”
- **Official** high school (GED credential is acceptable) **and** college transcripts. **It is the responsibility of the applicant to arrange for all transcripts to be sent to Enrollment Services at WCC.**
- Documentation verifying identity such as an unexpired Alabama driver’s license.

***NOTE: Applicants should be aware of the need for advance planning. Universities and/or colleges often take several weeks to send transcripts.***

For additional information regarding admission to WCC, contact Enrollment Services at (334) 556-2473 or visit the College website at [www.wallace.edu](http://www.wallace.edu).

The approximate cost of the PN program is \$7,300. Student financial assistance programs at WCC can assist you with meeting the cost of your education. All students are encouraged to apply. To access current WCC scholarship applications, go to: 1) WCC Homepage [www.wallace.edu](http://www.wallace.edu); 2) Enrollment Services; 3) Financial Aid; 4) WCC Scholarship Information; 5) Current Scholarship Applications. To access scholarship search links, go to: 1) WCC Homepage [www.wallace.edu](http://www.wallace.edu); 2) Enrollment Services; 3) Financial Aid; 4) Links to Other Financial Aid Resources. To access alternative loan information, go to: [www.salliemae.com](http://www.salliemae.com) (call toll-free 1-888-272-5543) or contact Wells Fargo at 1-800-658-3567.

You are also encouraged to apply for federal student aid. In order to apply you must complete and submit a *Free Application for Federal Student Aid* (FAFSA). The quickest way to apply is online using *FAFSA on the Web* at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The code for Wallace Community College is 001018. Financial aid offices use information from the FAFSA to determine if you are eligible to receive federal student aid from grants, loans, and work-study programs. So be sure to fill out a FAFSA even if you think you won't qualify.

## ***Applying to the Practical Nursing program. . .***

Once you have completed the general admission process, you are ready to begin the second step in the application process: completion and submission of your PN application packet. Each PN applicant is required to gather all documentation listed on the check sheet and submit it to the PN program office as a completed packet by the stated application deadline. The packet consists of:

- ✓ Practical Nursing Application Packet Check Sheet
- ✓ Nursing Program Application
- ✓ Site Preference Form
- ✓ Admissions Agreement Form
- ✓ Transcripts from each college previously attended (including Wallace Community College)
- ✓ COMPASS™ or ACT® reading score (also include COMPASS™, ACT®, or SAT® scores if used as qualifiers for ENG101 and MTH116)

## Practical Nursing Information Sessions



*You are strongly encouraged to attend a Practical Nursing information session. These sessions provide an excellent overview of the WCC Practical Nursing program. It will also give you an opportunity to hear questions of other interested applicants. Topics covered are admission criteria, application process, costs, and curriculum. Students are welcomed on a walk-in basis and do not need an appointment to attend. Sessions last approximately 30 minutes. For more information regarding these sessions contact the PN program office at (334) 556-2220.*

In order to be considered for acceptance into the PN program, applicants must submit a **COMPLETE APPLICATION PACKET. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED IN THE SELECTION PROCESS.**

Minimum admission standards for the PN program include:

- 1) Completed WCC admissions application with the status of “Unconditional Admission” or “Conditional Status Cleared.”
- 2) Completed PN application packet received by the stated deadline.
- 3) Minimum GPA of 2.5 on a 4.0 scale based on the following:
  - For students with undergraduate level credit hours GPA will be computed based on the most recent 24 hours of undergraduate credit hours;
  - For students with 24 or more credit hours at the graduate level GPA will be computed based on the most recent 24 hours of graduate level credit hours – undergraduate level credit hours are ignored;
  - For students with less than 24 hours at the graduate level GPA will be computed based on the most recent 24 hours of undergraduate credit hours – graduate credit hours are ignored.
  - Only transcribed hours from colleges accredited by one of the six regionally accrediting agencies (i.e. SACS) will be considered.
  - High school credits will not be used in calculating GPA except as required in the Early College Enrollment Program
- 4) Eligibility for English 101 and Math 116.
  - English 101 eligibility is determined by the following: successful completion of ENG 093 **OR** a minimum score of 62 on the writing section of COMPASS™ **OR** a minimum score of 20 on ACT® English **OR** a minimum score of 480 on SAT® I verbal. **Test scores may not be more than three years old.**
  - Math 116 eligibility is determined by the following: successful completion of MTH 090 **OR** a minimum score of 37 on the math prealgebra section of COMPASS™ **OR** a minimum score of 20 on ACT® mathematics **OR** a minimum score of 480 on SAT® I mathematics. **Test scores may not be more than three years old.**

- 5) Be in good standing with WCC.
- 6) Meet the essential functions or technical standards required for nursing. Please refer to the Alabama Community College System nursing programs essential functions document on pages 6 and 7 of this information packet.
- 7) A score of 76 or higher on the COMPASS™ reading examination (or related ACT® reading score of 17 or higher). Every applicant is required to submit reading scores regardless of prior college coursework. **Test scores may not be more than three years old.** If you have not taken a placement exam, please contact Testing Services on either the Wallace Campus in Dothan (334-983-3521, ext. 2294, ext. 2281, ext. 2208), the Sparks Campus in Eufaula (334-687-3543, ext. 4249, ext. 4210), or the Fort Rucker Center (334-598-8866) for available test dates.

*Admission to the PN program is competitive and the number of students accepted is limited by the number of faculty and clinical facilities available.*

**Meeting minimum requirements does not guarantee acceptance.**

After meeting all requirements, applicants are rank-ordered using a point system based on:

- COMPASS™ reading score
- Points for selected college courses (i.e., English 101, Math 116) and/or selected high school courses (i.e., Algebra II or higher level math, highest level Biology)
- Additional points for:
  - Students currently enrolled or who have previously completed courses at WCC (including dual enrollment and/or early college admission)
  - Students who have completed a Certified Nursing Assistant program (applicant must provide documentation verifying that they are currently a Certified Nursing Assistant)

Applications to the PN program will be processed following the application deadline. All applicants to the PN program will receive notification of acceptance status via the U.S. mail. No information regarding the status of an application will be given over the telephone. Applicants to the PN program should allow minimum of (2) weeks for applications to be processed.



### **Contact Information Changes**

*Applicants to the PN program are encouraged to keep all contact information current. If there is a change in your mailing address or phone number(s), you should contact the PN program office immediately.*

**THE ALABAMA COMMUNITY COLLEGE SYSTEM  
NURSING PROGRAMS  
ESSENTIAL FUNCTIONS**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
  - a) Visual
    - i) Observe and discern subtle changes in physical conditions and the environment
    - ii) Visualize different color spectrums and color changes
    - iii) Read fine print in varying levels of light
    - iv) Read for prolonged periods of time
    - v) Read cursive writing
    - vi) Read at varying distances
    - vii) Read data/information displayed on monitors/equipment
  - b) Auditory
    - i) Interpret monitoring devices
    - ii) Distinguish muffled sounds heard through a stethoscope
    - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
    - iv) Effectively hear to communicate with others
  - c) Tactile
    - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d) Olfactory
    - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
  - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - b) Work effectively in groups
  - c) Work effectively independently
  - d) Discern and interpret nonverbal communication
  - e) Express one's ideas and feelings clearly
  - f) Communicate with others accurately in a timely manner
  - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
  - a) Effectively read, write and comprehend the English language
  - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
  - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d) Satisfactorily achieve the program objectives

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| <p>4) Motor Function</p> <ul style="list-style-type: none"> <li>a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction</li> <li>b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others</li> <li>c) Maintain balance from any position</li> <li>d) Stand on both legs</li> <li>e) Coordinate hand/eye movements</li> <li>f) Push/pull heavy objects without injury to client, self or others</li> <li>g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others</li> <li>h) Walk without a cane, walker or crutches</li> <li>i) Function with hands free for nursing care and transporting items</li> <li>j) Transport self and client without the use of electrical devices</li> <li>k) Flex, abduct and rotate all joints freely</li> <li>l) Respond rapidly to emergency situations</li> <li>m) Maneuver in small areas</li> <li>n) Perform daily care functions for the client</li> <li>o) Coordinate fine and gross motor hand movements to provide safe effective nursing care</li> <li>p) Calibrate/use equipment</li> <li>q) Execute movement required to provide nursing care in all health care settings</li> <li>r) Perform CPR and physical assessment</li> <li>s) Operate a computer</li> </ul> | <p>5) Professional Behavior</p> <ul style="list-style-type: none"> <li>a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</li> <li>b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</li> <li>c) Handle multiple tasks concurrently</li> <li>d) Perform safe, effective nursing care for clients in a caring context</li> <li>e) Understand and follow the policies and procedures of the College and clinical agencies</li> <li>f) Understand the consequences of violating the student code of conduct</li> <li>g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline</li> <li>h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing</li> <li>i) Not to pose a threat to self or others</li> <li>j) Function effectively in situations of uncertainty and stress inherent in providing nursing care</li> <li>k) Adapt to changing environments and situations</li> <li>l) Remain free of chemical dependency</li> <li>m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit</li> <li>n) Provide nursing care in an appropriate time frame</li> <li>o) Accepts responsibility, accountability, and ownership of one's actions</li> <li>p) Seek supervision/consultation in a timely manner</li> <li>q) Examine and modify one's own behavior when it interferes with nursing care or learning</li> </ul> |
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Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to Mark Shope for the Wallace Campus and Fort Rucker Center (334-556-2295) or Jane Boyette for the Sparks Campus (334-687-3543).



**WALLACE COMMUNITY COLLEGE  
PRACTICAL NURSING PROGRAM  
ESTIMATED PROGRAM COSTS**

	UNIT COST	TOTAL COST	
		Dothan/Eufaula	Ft Rucker Site
<b><u>TUITION</u></b>			
48 Credit Hours*	\$71.00	\$3,408.00	\$3,408.00
* does not include any remedial courses			
<b><u>FEES</u></b>			
Technology Fee	9.00	432.00	432.00
Facility Fee	9.00	432.00	0.00
Bond Surety Fee	1.00	48.00	48.00
Graduation/Diploma Fee	17.00	17.00	17.00
Cap and Gown Fee	37.00	37.00	37.00
Physical Examination	50.00	50.00	50.00
Hepatitis Vaccination (series of 3 injections)	85.00	255.00	255.00
Hepatitis Titer	35.00	35.00	35.00
MMRV Panel	85.00	85.00	85.00
Tetanus Vaccination	35.00	35.00	35.00
Two-Step TB Skin Test (initial)	30.00	30.00	30.00
One-Step TB Skin Test (year two)	15.00	15.00	15.00
Student Liability Insurance (per semester x 3)	21.00	63.00	63.00
Substance Abuse Screening Fee	36.00	36.00	36.00
Criminal Background Check (to finalize admission acceptance)	58.00	58.00	58.00
ERI Total Testing Package (per semester x 3)	60.00	180.00	180.00
Alabama Board of Nursing Application Fee	85.00	85.00	85.00
Alabama Board of Nursing Temporary License Fee	50.00	50.00	50.00
NCLEX Exam Fee	200.00	200.00	200.00
		<b>2,143.00</b>	<b>1,711.00</b>
<b>ESTIMATED COST FOR TOOLS AND SUPPLIES</b>		<b>604.00</b>	<b>604.00</b>
<b>ESTIMATED COST FOR BOOKS (Academic &amp; Program)</b>		<b>1,200.00</b>	<b>1,200.00</b>
<b>GRAND TOTAL</b>		<b>\$7,355.00</b>	<b>\$6,923.00</b>

Out-of-state tuition is two times the in-state tuition per credit hour. WCC allows in-state tuition for certain neighboring Florida and Georgia residents. Refer to *Qualifications for In-State Tuition* in the College Catalog for specific information.

**THIS IS A PROJECTED COST FOR THE 2008-2009 PROGRAM WHICH IS SUBJECT TO CHANGE**

UPDATED 5/12/2008

## ***Completing & Licensure. . .***

**Upon completion of the PN curriculum, the student will receive a Certificate in Practical Nursing. They will be eligible to apply to a Board of Nursing to take the National Council Licensure Examination – Practical Nursing (NCLEX-PN) and should file to do so as soon as possible. The sooner the student takes the exam the more likely they will be successful.**

Legal requirements for licensure in the State of Alabama are listed in the [Alabama Board of Nursing Administrative Code](#). The Alabama Board of Nursing determines the eligibility for licensure based on the following questions. **As a practical nursing applicant and student you are not required to respond to these questions**; however, it is important that you understand that successful completion of the Practical Nursing program does not guarantee eligibility to take the NCLEX exam. **The Board of Nursing may deny an individual permission to take the National Council Licensure Examination (NCLEX) based on an investigation of these responses.**

- ◆ Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
- ◆ Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
- ◆ Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
- ◆ Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
- ◆ Have you ever had disciplinary action or is action pending against you by any state board of nursing?
- ◆ Have you ever been placed on a state and/or federal abuse registry?
- ◆ Have you ever been court-martialed/disciplined or administratively discharged by the military?

Contact information for other boards of nursing is available through the National Council of State Boards of Nursing website: [www.ncsbn.org](http://www.ncsbn.org). Each state's Board of Nursing has the right to deny or defer licensure if the applicant does not meet requirements for licensure.