Frequently Asked Questions

Competitive Healthcare Programs and Competitive Selection

Where can I find the requirements for my program of study and info about school policies and procedures?

- **WGTC Student Catalog** [http://www.westgatech.edu/catalog/StudentCatalog.pdf]
- New Student Orientation web page and slideshows [http://www.westgatech.edu/Advising/index.htm]
- Competitive Healthcare Advising web page and HCA/HCS Orientation slideshows [http://www.westgatech.edu/Advising/healthcare.htm]

Is it true that certain courses expire?
Allied health, biology, chemistry, and computer courses expire after seven (7) years. If the course is required for CS and will expire on or before the term your cohort will begin studies, you will need to retake this course before applying for CS.

What grades do I need to earn in order to apply for Competitive Selection?
All Competitive Healthcare Programs require at least a 3.0 or “B” average on competitive courses in order to compete. A minimum grade of a 2.0 or “C” must be earned in each required course.

Must I retake the PSB or TEAS® pre-admission exam if I do not make a certain score?
There are minimum scores required on the PSB Exam. Scoring criteria are summarized in the table below:

<table>
<thead>
<tr>
<th>Competitive Healthcare Programs</th>
<th>Minimum Required Exam Score</th>
<th>Weight of Exam toward Selection score</th>
<th>Weight of Grades toward Selection score</th>
<th>Extra Points for Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate’s Degrees – Healthcare Science Certificate.</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Clinical Lab Technology</td>
<td>200 PSB</td>
<td>25%</td>
<td>75%</td>
<td>No</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>200 PSB</td>
<td>50%</td>
<td>50%</td>
<td>Yes</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>200 PSB</td>
<td>25%</td>
<td>75%</td>
<td>No</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>NO minimum TEAS®</td>
<td>60%</td>
<td>40%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Diplomas – Healthcare Assistant Certificate.</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>160 PSB</td>
<td>25%</td>
<td>75%</td>
<td>No</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>160 PSB</td>
<td>50%</td>
<td>50%</td>
<td>No</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>160 PSB</td>
<td>25%</td>
<td>75%</td>
<td>No</td>
</tr>
</tbody>
</table>

See **WGTC Student Catalog 2012 – 2013 for more information.**
Where can I register for the PSB or TEAS® pre-admission exams or for the CPR certification course?

**How much are the costs and who pays these fees?**

- Select the box for Healthcare Education Center under the Community Education Department at [http://coned.westgatech.edu/wconnect/coned.htm](http://coned.westgatech.edu/wconnect/coned.htm) or phone toll free 1-855-209-3640 to register for exams or courses.
- The cost for CPR – Basic Life Support (BLS) for the Healthcare Provider Certification is $75.00 through community education, for the PSB exam is $65.00, and for the TEAS® exam is $75.00. The student must pay these fees; costs are not paid by financial aid.
- The ALHS 1040 course includes the CPR – BLS for the Healthcare Provider Certification and this course can be covered under the HCA/HCS Certificates by financial aid.

**What is considered to be “competitive” for selection?**

What is “competitive” for your program of study can change from year to year based on the grades and test scores of the students who are applying during the same time frame as you. (Historical data may be provided upon request.)

**How many times should I take the PSB or the TEAS® exam?**

Students usually take their respective exams two to three times, but no limit is enforced. Students must pay for the exam each time they wish to take the test.

**What information is asked on the PSB or the TEAS® exam?**

The questions asked on the exams are NOT restricted to healthcare and medicine. Exam questions are randomized by the test computer and cover the following areas of general knowledge:

- English language skills – grammar, reading comprehension, spelling, vocabulary
- Mathematics – basic math, algebra, geometry, sequencing, spatial reasoning
- Science – biology, chemistry, physics, etc.

**How do you study for the PSB or the TEAS® exam?**

- The TEAS® 5 study guide is recommended to prepare for the current TEAS® exam.
- A PSB Exam study guide and/or a GED study guide is recommended to prepare for the PSB exam.
- Study guides can be obtained through the College’s and public libraries and bookstores.

**How do I withdraw from a course? Will I receive a refund for tuition and fees if I withdraw?**

Students who need to withdraw from one or more courses after the third day of classes and until midterm of the semester can do so by deleting each course on their Banner Web account. If you are unable to withdraw from any of your courses using Banner Web, please email registrar@westgatech.edu using your student email account and include your full name, Student ID 900#, CRN, course subject and level for each course requiring deletion. The deleted course(s) will be included on the student’s transcript and listed as “W” for “Withdrawn before midterm”. Tuition and fees are NOT refunded after drop/add ends at the close of business on the third day of classes. If Financial Aid paid your tuition and fees, you may have to repay funds associated with the withdrawn course.

**Will withdrawing from a course hurt my financial aid?**

Withdrawing from a course will affect your completion percentage which could affect your financial aid eligibility! Students must complete 67% of courses attempted in order to maintain Satisfactory Academic Progress (SAP) and to remain in good standing!

**I made all A’s last semester, but now I am on Financial Aid probation. Why?**

There are three satisfactory academic progress (SAP) requirements that students must meet:
1. Quality: Students must maintain a cumulative GPA and a term GPA of 2.0 or higher (average of “C” or better).
2. Quantity: Students must complete 67% of courses attempted to maintain SAP. For example, if a student registers for two classes and withdraws from one, the student has only completed 50% of the coursework attempted. This student has NOT maintained SAP, which would affect the student’s financial aid status.
3. Maximum Timeframe: Students must complete their program of study within 150 percent of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted. Transfer credit hours are also included in this calculation.

I want to take a class (or classes) at another college. How can I become a transient student?
WGTC students must first meet the following three criteria:
1. Student must be a current student or complete an Admissions Update Form for current semester.
2. Student must be in good academic standing.
3. Course(s) must be required for student’s current program of study at WGTC.

You will need to submit a transient request form [http://www.westgatech.edu/registration/forms.htm](http://www.westgatech.edu/registration/forms.htm) to the Enrollment Center at any of the WGTC campus locations.

Note: If the request is for online transient classes at another college, a student must apply through Georgia Virtual Technical College (GVTC) at the website [http://www.gvtc.org](http://www.gvtc.org) or submit an application to the host college. Students must adhere to the application deadline for transient students by the host college which may differ from WGTC.

How do I view the grade received from other schools I’ve attended?
- Review your academic transcript from the educational institution.
- Grades from courses transferred into WGTC can be found in your Self-Service Banner account.

How do I contact my Academic Advisor?
- Email advising@westgatech.edu using your student email account and include your full name and student ID number.
- Call us at 1-855-277-2384 or visit an A.S.K. (Advising Students Kiosk) on any campus or site during office hours of 8am-7pm Monday-Thursday and 8am-12noon Friday.

I am having problems with registration, what do I do?
If you need registration assistance, please email advising@westgatech.edu and include course names, and the five-digit CRNs with your message in addition to your name and student ID# and an advisor will be happy to assist you.

When and how do I meet with an advisor?
Returning students are encouraged to seek advisement at least annually BEFORE registration begins. You may request an in-person appointment during non-registration periods at a campus near you if email is not sufficient. Please suggest a day, time, and campus so that an Advisor can check the Center's calendar and reply.