

Frequently Asked Questions

Competitive Healthcare Programs and Competitive Selection (CS)

See linked catalog pages 25 – 27, etc.

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>
- HCA/HCS Orientation slideshows for Competitive Healthcare Programs <http://www.westgatech.edu/advising>
- New Student Orientation web page and slideshows <http://www.westgatech.edu/Registration/orientation.htm>
- Web pages for each program under School of Health Sciences <http://www.westgatech.edu/academics/health.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 CS?

All Competitive Healthcare Programs require at least a 3.0 or “B” average on competitive courses in order to compete; however, the “rule of thumb” is the more “A’s” you earn, the better your chances of acceptance into your desired program. A minimum grade of a 2.0 or “C” must be earned in each required course.

Must I retake the PSB/NLN if I do not make a certain score?

There are minimum scores required on the PSB/NLN exams. The CS scoring criteria are summarized in the table below:

Competitive Healthcare Programs See <i>WGTC Student Catalog 2011 – 2012</i> .	Minimum Required Exam Score	CS Score Exam (%)	CS Score Academics (%)	Extra Points for Experience
HC Science Associate’s Degrees				
Clinical Lab Technology p. 77 - 79	200 PSB	25	75	No
Dental Hygiene p. 88 - 90	200 PSB	50	50	Yes
Radiologic Technology p. 101 - 103	200 PSB	25	75	No
Registered Nursing p. 104 - 106	85% NLN	60	40	Yes
HC Assisting Diplomas				
Medical Assisting p. 142 - 143	160 PSB	25	75	No
Practical Nursing p. 144 - 145	160 PSB	50	50	No
Surgical Technology p. 146 - 147	160 PSB	25	75	No

Where can I register for the NLN or PSB pre-admission exams or CPR certification course?

How much are the costs and who pays these fees?

- Select the box for Healthcare Education Center under the Continuing Education Department at <http://coned.westgatech.edu/wconnect/coned.htm> or phone 678-664-0510 to register for exams or courses.
- The cost for CPR – Basic Life Support (BLS) for the Healthcare Provider Certification is \$75.00, for the PSB exam is \$65.00, and for the NLN exam is \$75.00. The student must pay the fees; these costs are not paid 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. The important points to keep in mind are the percentages that your academic grades and pre-admission exam score count for CS. Please be sure to read the *WGTC Student Catalog 2011 – 2012* <http://www.westgatech.edu/catalog/StudentCatalog.pdf> and to watch the online orientation slideshow for either degree or diploma students <http://www.westgatech.edu/advising/> regarding program requirements.

How many times should I take the PSB/NLN?

Students usually take their respective exams – NLN for RN or the PSB for Competitive Healthcare Programs other than RN – two to three (2 – 3) times. Students must pay for the exam each time they wish to take the test.

What information is asked on the PSB/NLN?

The questions asked on the exams are NOT restricted to healthcare and medicine. These exams cover the following topics: mathematics, reading comprehension, science, spelling, and vocabulary.

How do you study for the PSB/NLN?

- It is recommended that students use an NLN study guide to prepare for the NLN exam.
- A GED study guide is recommended for the PSB exam.
- Study guides can be obtained through all major bookstores and borrowed from libraries.
- Practice tests are available through the WGTC Library's link to Learning Express
http://www.learntest.com/LEL/index.cfm/learningCenter/jobsCareers/delmar_Nursing_ONLY/Nursing_Prac_Entr_Exams_Delmar_2010 .

How do I withdraw from a course?

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 the class(es) on their Banner Web account. The deleted course(s) will be included on the student's transcript and listed as "W" for withdrawn.

Please be advised that withdrawing from a course will affect your completion percentage which could affect your financial aid (FA) eligibility! Students must complete 67% of courses attempted in order to maintain SAP and to remain in good standing! Please discuss FA concerns with your FA Advisor <http://www.westgatech.edu/fa/staff.htm> .

I made all A's last semester, but now I am on Financial Aid (FA) probation. Why?

There are three satisfactory academic progress (SAP) requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress:

1. Quality: Students must maintain a cumulative GPA of 2.0 or higher.
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.

Please seek the counsel of a Financial Aid Advisor via e-mail financialaid@westgatech.edu or at a scheduled appointment with a specialist at a location that is convenient for you <http://www.westgatech.edu/fa/staff.htm>. Financial Aid Advisors are able to address concerns about your specific monetary awards.

I want to take a class (or classes) at another college. How can I become a transient student?

WGTC students who would like to take a course at another college must first meet the following three criteria:

1. Student must be a current student or complete a student update 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 then need to fill out a transient request form <http://www.westgatech.edu/registration/forms.htm> and bring the completed form to Student Affairs at any of the WGTC campus locations.

A Transient Agreement Letter will be sent to the student, and this letter must be presented to the officials at the institution where the transient course(s) will be taken to insure that appropriate credits will be earned and awarded.

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> 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. Keep copies of transcripts in a safe, accessible location.
- Contact the registrar's office at registrar@westgatech.edu .

- If you do NOT have access to your previous transcripts and if they are on file with WGTC, then, you may request for an Academic Advisor to look up your transfer credit for you when registration is CLOSED. Please allow sufficient time for the Advisor to process your request, and do NOT expect for the Advisor to be able to honor your request during registration periods or during the last week of May.

How do I contact my Academic Advisor?

- Students may e-mail either Academic Advisor to request an in-person appointment at the most convenient campus where Competitive Healthcare Programs are offered, but advisees should continue to e-mail their assigned Academic Advisor to ask academic advising questions because that is how the workload is divided.

Student's last name begins with	Assigned to Academic Advisor	Campus with Advisor's Office	Campus also covered by Advisor workshop & appt.	e-mail preferred form of contact	Phone
A – K	Michelle Beck	Murphy (Waco)	Douglas(ville)	michelle.beck@westgatech.edu	770-824-5248
L – Z	Tina Lathrop	LaGrange	Coweta (Newnan)	tina.lathrop@westgatech.edu	706-756-4620
All students	Advisory Team			healthcareadvising@westgatech.edu	

- Please include your name and student ID# whenever you contact your Academic Advisor.**
- If you need registration assistance, please include course names, levels, and the five-digit CRNs with your message in addition to your name and student ID#.** For example: Jane Doe ID# 900987654 – COMP 1000 CRN#45678.

CURRICULUM SUMMARIES

The annual Level I Competitive Selection deadline is June 1st for all programs.

Competitive Healthcare Programs – DEGREE Seeking Students Courses Required for Level I Competitive Selection per WGTC Student Catalog 2011 – 2012, January 1, 2012 Revision. The upcoming annual Level I Competitive Selection deadline is June 1, 2012.			
Clinical Lab Catalog p. 77 – 79	Dental Hygiene Updated 12/2011 by Admin. Catalog p. 88 – 90	Radiologic Technology Catalog p. 101 – 103	Registered Nursing Updated 12/2011 by Admin. Catalog p. 104 – 106
ENGL 1101	ENGL 1101	ENGL 1101	ENGL 1101
MATH 1101 or 1111 (MATH 1111 is required for graduation.)	MATH 1101 or 1111	MATH 1101 or 1111	MATH 1111
BIOL 2113/2113L	BIOL 2113/2113L	BIOL 2113/2113L	BIOL 2113/2113L
BIOL 2114/2114L	BIOL 2114/2114L	BIOL 2114/2114L	BIOL 2114/2114L
CHEM 1211/1211L	COMP 1000 = SCT 100	PSYC 1101	PSYC 1101
- -	- -	SPCH 1101	- -
Plus non-competitive “Core” Courses Required for Graduation (in alphabetical order)			
ALHS 1040	Area IV Selection p. 69	ALHS 1090 by 1 st semester of RT program	Additional 3 hours from Area I, II, III or IV p. 67 - 69
Area IV Selection p. 69	BIOL 2117/2117L	Area IV Selection catalog p. 69	Area IV Selection p. 69
CHEM 1212/1212L	CHEM 1211/1211L before 1 st semester of DH cohort	COMP 1000 = SCT 100	BIOL 2117/2117L before 1 st semester of RN cohort
COMP 1000 = SCT 100	PSYC 1101	- -	COMP 1000 = SCT 100
MATH 1111 if not already earned for CS	SOCI 1101	- -	PSYC 2103 before 4 th semester of RN cohort
PSYC 1101	SPCH 1101	- -	- -
SPCH 1101	- -	- -	- -
Campus(es) where Program is Available (Core can be taken at any campus.)			
Murphy (Waco)	Douglas(ville)	Douglas(ville)	LaGrange
- -	- -	LaGrange	Murphy (Waco)

Competitive Healthcare Programs – DIPLOMA Seeking Students Courses Required for Level I Competitive Selection per WGTC Student Catalog 2011 – 2012, January 1, 2012 Revision. The next annual Level I Competitive Selection deadline is June 1, 2012.			Students applying for Competitive Selection must submit the following together:
Medical Assisting catalog p. 142 – 143	Practical Nursing catalog p. 144 – 145	Surgical Technology catalog p. 146 – 147	(1) Health Services Competitive Selection File Review Request Form to Admissions http://www.westgatech.edu/advising/CompetitiveSelection/FileReviewRequest.pdf (2) Copy of front & back of valid (unexpired) certification card for AHA CPR – BLS for Healthcare Providers (3) Copy of NLN or PSB official score report of exam results (Must meet minimum score requirements.)
ENGL 1010	ENGL 1010	ENGL 1010	
MATH 1012	MATH 1012	MATH 1012	
PSYC 1010	PSYC 1010	PSYC 1010	
ALHS 1011	ALHS 1011	ALHS 1011	
ALHS 1040	- -	ALHS 1040	
- -	ALHS 1060 = AHS 103	- -	
ALHS 1090	- -	ALHS 1090	
COMP 1000 = SCT 100	COMP 1000 = SCT 100	COMP 1000 = SCT 100	
BUSN 1440 = BUS 1130	- -	- -	
Campus(es) where Program is Available (Core can be taken at any campus.)			
- -	Coweta (Newnan)	- -	
- -	- -	- -	
LaGrange	LaGrange	- -	
Murphy (Waco)	Murphy (Waco)	Murphy (Waco)	

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