

Admissions

Admissions Policy

Admission to West Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. Students are admitted on a first-to-qualify/space available basis except for Health Sciences programs. Admission to Health Sciences diploma and degree programs is based on a competitive selection process. There are minimum requirements for admission to individual Health Sciences programs, and meeting minimum requirements does not guarantee admission to the program.

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission.

Out-of-State and International Students shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the State. This applies to programs with limited seating, such as competitive selection Health Science programs and programs that have a waiting list. Please refer to the Out-of-State Residents and International Students sections of this catalog for more information regarding residency status.

In accordance with the Statement of Equal Opportunity, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law).

Admissions Procedures for Credit Programs

1. Complete and submit application for admission with a one-time nonrefundable \$25 fee.
2. Submit an official high school or GED transcript. Please refer to High School Diploma/GED Requirements section.
3. If you have previously attended college/technical school, submit an official transcript from each college/technical school attended.
4. If you have taken a SAT, ACT, ASSET, COMPASS or ACCUPLACER college placement test within the last five (5) years, submit your official test scores.
5. Complete COMPASS or ACCUPLACER placement testing. Applicants who submit official placement test scores or college transcripts may not be required to test with West Georgia Technical College if the previous test scores or course completion meet program placement requirements.
6. Submit Resident Alien Card (if applicable). Applicants who hold green cards or who qualify under refugee or asylee status must submit photocopies of their resident alien cards.
7. The Office of Student Affairs will notify applicants by letter of acceptance status.
8. Applicants to diploma and degree Health Sciences programs must complete a competitive selection process prior to admission to the desired diploma or degree program. Applicants to degree level Health Sciences programs are initially admitted to the Healthcare Science certificate program to begin taking core courses. Applicants to diploma level Health Sciences programs are initially admitted to the Healthcare Assistant certificate program to begin taking core courses. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Sciences Programs section of this catalog for additional information. Out-of-State and International Students will only be considered in the competitive selection process on a space available basis and will not be included if there are enough qualified applicants who are residents of the State.

Admissions Requirements for Applicants

Age

Applicants must be 16 years of age or older for college admission. The minimum age for admission in certain programs is greater than 16 years of age. The age requirement for certain programs may be different due to professional accreditation standards or applicable state or federal laws. Consult the Program Descriptions section for specific age requirements for each program of study.

Required Academic Criteria

Applicants must satisfy one of the four academic readiness paths unless otherwise specified by the program's standards.

1. A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirement for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma.
 - Secondary schools must be accredited by an agency included on the Technical College System of Georgia approved accreditation agency list.
 - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization ([suggested agencies](#)).
 - High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above.
3. Applicants of home schools located in Georgia who did not attend a recognized program:
 - Submit a Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home Study programs as referenced in O.C.G.A. 20-2-690.
 - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
4. Applicants of home schools located outside the state of Georgia who did not attend a recognized program:
 - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
 - Submit official SAT or ACT placement test scores that meet the minimum regular level placement score requirements.

Placement Testing

All program applicants must meet minimum placement testing requirements to determine regular, provisional, or learning support admission status. Most program applicants will take the COMPASS or ACCUPLACER placement test offered by West Georgia Technical College. Applicants may submit recent (within the last five years) SAT, ACT, ASSET, COMPASS or ACCUPLACER scores for review for placement status. Previous college or technical school course work completed at an accredited institution may be submitted for review of placement status.

Non-program seeking students are required to meet placement test score requirements per individual course registration.

Retest Policy

Applicants who complete the COMPASS or ACCUPLACER placement test with West Georgia Technical College are eligible to retest after a minimum waiting period of seven days. The retest fee is \$15 per test section. All testing must be completed prior to Late Student Registration for the initial term of admission. Placement test scores received after Late Student Registration may not be accepted and will not be used for placement purposes.

Health

All applicants should be physically able to perform ordinary class and laboratory functions that are required by the program of study. Some programs require special immunizations or the submission of medical reports.

Transfer from Other Institutions

An official transcript is required for each college previously attended. Students who have attended college outside the United States must have their transcripts evaluated by an outside professional credential evaluation service before any credit will be considered for transfer ([suggested agencies](#)).

In-State Residents

A student must be a United States Citizen or Eligible Non-Citizen and a resident of the state of Georgia for 12 months before initial enrollment at the college to qualify as an “in-state resident” for admission and tuition purposes.

Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered “in-state residents” for admission and tuition purposes.

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
 - Alabama: Issued after August 1, 2000
 - Florida: Issued after January 1, 2010
 - South Carolina: Issued after November 1, 2008
 - Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

Out-of-State Residents

An out-of state resident must be a United States Citizen or Eligible Non-Citizen but has not been a resident of the state of Georgia for 12 months before initial enrollment at the college. An out-of-state resident shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An out-of-state resident will be charged tuition at two times the rate of in-state residents. A student initially enrolled as an out-of-state resident may complete a Change of Residency Request Form with the Office of Student Affairs 12 months after becoming a resident of the state. Official documentation of state residency will be required. In-state residency for admission and tuition purposes will begin the academic semester following the one-year anniversary date of documented initial Georgia residency.

International Students

Eligible Non-Citizens may qualify as an "in-state resident" or "out-of-state resident" for admission and tuition purposes as defined in the In-State Residents and Out-of-State Residents sections of this catalog. Eligible Non-Citizens must meet the Federal Title IV definition, a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc...), or Cuban Haitian Entrant. Persons with a F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G

series visa do not meet the definition of an Eligible Non-Citizen. West Georgia Technical College is not approved by the Department of Homeland Security to accept students residing in the United States while on a student visa. Any other international student, determined eligible for admission, shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An international student will be charged tuition at four times the rate of in-state residents.

International students residing outside the United States who are enrolled exclusively in online courses are not required to provide residency documentation.

Admissions Categories

1. Admission categories to a technical college will be one of the following: Regular, Provisional, Learning Support, Special or Transient.
2. Minimum admissions requirements are specified in each certificate, diploma and degree program.

Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Learning Support Status

Applicants who score below the provisional cut scores in English, math or reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, FSEOG, or Federal Work Study).

Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

The transient student must:

1. Complete and submit application for admission with a one-time nonrefundable \$25 fee.
2. Submit a transient student letter for initial admission and prior to registration for each subsequent semester of attendance. The letter should be issued by the registrar to the effect that the student is in good standing and eligible to return to that college. The letter must state the course(s) the student may take for the specific semester of attendance and must be submitted to the Office of the Registrar at least two weeks prior to the scheduled registration date.
3. Students receiving financial aid at their home college will also need to submit a transient letter with proof of financial aid status prior to registration for each semester of attendance. The letter must state the student's financial aid eligibility for the specific semester of attendance and must be submitted to the Office of Registrar at least two weeks prior to the scheduled registration date.

Requirements for Transient Permission at WGTC:

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.

Note: If the request is for transient classes online at another Technical College System of Georgia college, a student must apply through Georgia Virtual Technical Connection (GVTC) at the website www.gvtc.org. Students must adhere to the deadline for transient students posted by the host college as they may differ from WGTC.

Readmission

Students who withdraw in good standing from West Georgia Technical College and wish to re-enter must apply to the Office of Student Affairs no less than four (4) weeks prior to registration.

1. If out only one semester, a student is not required to reapply unless they wish to change their program of study. All other students must reapply.
2. Submit a Student Application.
3. Submit to the Office of Student Affairs official transcripts from all institutions of higher education attended since the last enrollment at WGTC.
4. Meet the West Georgia Technical College General Catalog admission requirements in affect at the time of readmission. Student being readmitted after a break in enrollment (of at least two semesters) must re-enter under the current catalog, admission requirement and program standards.
5. Returning students absent from WGTC for more than five years may be required to submit official transcripts and/or new placement examination scores. Student documents are maintained for five years after the last date of attendance.

Double Programs/Majors

The opportunity to pursue a double program/major is available on a limited basis. A student may request approval of a double program/major by submitting a Student Application in the Office of Student Affairs.

- Student must have regular program admission in the primary program.
- Student must be in good academic standing.
- Programs must have a common core curriculum and be closely related.
- Dual majors may be a combination of two technical certificates of credit, two diplomas, or two associate degrees only.

Admissions Appeal

Applicants who feel that they were unjustly denied admission to West Georgia Technical College may appeal to the Vice President for Student Affairs. The appeal must be made in writing within five days of the student's receipt of the admissions denial letter. The Vice President for Student Affairs will make a written report of findings within ten working days of receipt of the written appeal. Further appeal may be made to the President of the College.

Program Categories: Certificate/Diploma/Degree

Any student who has been admitted through the regular admissions procedures and is following a course of study toward a certificate, diploma, or degree in any of the programs offered by West Georgia is classified as a certificate, diploma, or degree credit student.

Move On When Ready

High school students may enroll in identified courses or programs which normally require a high school diploma. Students must meet all other college admissions criteria and must be approved for participation by their high school. The credits earned by completing the college course(s) must be applied to both the high school academic record/transcript and college academic record/transcript. Students enrolled in an eligible Georgia high school may apply for funding through the New Move on When Ready Program. Courses completed through the New Move on When Ready Program do not count against a student's HOPE Scholarship or Grant cap hours.

High School Joint Enrollment

High school students may enroll in identified courses or programs which normally require a high school diploma to earn college credit only. Students must meet all other college admissions criteria and be continuously enrolled in their high school program. The credits earned by completing the college course(s) will be applied to the college academic record/transcript only. Jointly enrolled students may be eligible to receive HOPE Grant funding if they meet the program's Georgia residency requirements and are enrolled in an eligible certificate or diploma program of study. Courses taken through the Hope Grant Program will count in a student's HOPE Scholarship and Grant cap hours.

Registration

West Georgia Tech registration dates are listed on the academic calendar at the front of the catalog and on the College's website at www.westgatech.edu/academics/calendar.html. Steps for registration are also available on the WGTC web site, and semester course schedules are posted as the dates and times for advisement and registration become active each semester. Registration is conducted via the web or with advising assistance available from a Student Advising Center staff person or from an academic advisor. Courses available for registration are listed on the College website. There are several phases of registration each semester, to serve various groups of students.

Returning Student Registration is open to currently enrolled students near the mid-point of each semester. Students who have been out only one semester may register with returning students.

Open Registration is open to newly admitted students and students who have been out more than one semester.

Late Registration is held prior to the first day of each semester. Students may register online through Self Service Banner Web.

Drop/Add is scheduled the first three days of each academic semester. Students wishing to make changes to their schedules must do so by the third day of the semester. Students may drop or add courses during this period. Courses dropped during Drop/Add will not appear on the student's official academic record.

Withdrawal from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. Students who need to withdraw from one or more courses after the third day of the semester must do so either by accessing their Banner Web account to withdraw, or by emailing registrar@westgatech.edu. The course(s) will be included on the student's transcript.

1. Any student withdrawing from ALL classes for the academic semester must contact Financial Aid and complete an Official Withdrawal Form in the Office of Student Affairs or complete, scan and email the form to registrar@westgatech.edu.
2. The date the Office of Student Affairs receives the student's Official Withdrawal Form will be used as the effective date of withdrawal.

Withdrawal during the first three days of the semester provides for the refund of 100 percent of applicable tuition and fees.

'No Shows' are reported for nonattendance in the first week of the semester. Any student who fails to show for class or log in with academic activity for online classes within the first seven days of the semester will be reported as a 'No Show.' 'No Show' classes will not appear on a student's record. Financial aid students who have been reported as a 'No Show' will become responsible for all charges.

Special Status and Transient Student Registration is available during the open registration period each semester. Registration for students admitted in special status is available to new students who complete their admissions file by the semester application deadline, currently enrolled special status students, and previous special status students who request readmission by the semester application deadline. Registration for transient students is available to new students who complete their admissions file by the semester application deadline. Registration for currently enrolled transient students is available to students who submit a transient student letter at least two weeks prior to registration each semester. Registration for previously enrolled transient students is available to students who request readmission and submit a transient student letter by the semester application deadline.

Orientation

Orientation acquaints students with West Georgia Technical College, its policies, and its services. New students and students who have returned to WGTC after two or more academic years are required to complete New Student Orientation prior to registration. Additional orientation information is provided by instructors in each of the College's programs of study. The catalog also details further information on the policies and services provided by the institution.

Student Identification Number

At the time of admission to the College, each student will be assigned a nine-digit identification number to be used throughout the time of enrollment. This student number will be used during course registration, for online course access, and in many other situations as students' primary means of access to their academic and financial aid records.

Personal Identification Number (PIN)

At the time of admission to the College, each student will be assigned a default six-digit Personal Identification Number (PIN). This number will be used by students to gain access to their academic and financial records in Self Service Banner Web. For security purposes, students are encouraged to change their PIN from the default in order to maintain the confidentiality of their records.

Student Email

Students will receive a West Georgia Technical College email account upon admission. Student email is the primary vehicle used for communication of important events, announcements, deadlines, financial aid information, registration, and much more. All instructors will require students to access their school email accounts for course information and updates throughout the semester. Instructions for email usage are located on the Self Service Banner Web page of the West Georgia Technical College web site.

Health Sciences Programs (General Procedures)

Associate Degree and Diploma Health Science Programs (Clinical Laboratory Technology, Dental Hygiene, Radiologic Technology, Registered Nursing, Medical Assisting, Practical Nursing and Surgical Technology)

Applicants to West Georgia Technical College diploma and degree Health Sciences programs must complete a competitive selection process prior to admission to the program.

Healthcare Science Certificate

Students who apply to a degree level Health Science program are initially accepted to the Healthcare Science certificate program and will be placed as developmental, provisional, or regular admission status based on the certificate requirements and the requirements of the intended degree program. Students will take general core courses and health science core courses common to both the certificate and the intended degree program. Students enrolled in the Healthcare Science certificate may be eligible to receive financial aid. Please compare the desired individual health science degree program and the Health Science certificate academic requirements, both listed in this catalog, to determine which courses should be taken and may be eligible for financial aid while enrolled in the Health Science certificate program. For additional assistance contact any respective program faculty advisor or the Student Advising Center.

Healthcare Assistant Certificate

Students who apply to a diploma level Health Science program are initially accepted to the Healthcare Assistant certificate program and will be placed as developmental, provisional, or regular admission status based on the certificate requirements and the requirements of the intended diploma program. Students will take basic skills and health core courses common to both the certificate and the intended diploma program. Students enrolled in the Healthcare Assistant certificate may be eligible to receive financial aid. Please compare the desired individual health science diploma program and the Healthcare Assistant certificate academic requirements, both listed in this catalog, to determine which courses should be taken and may be eligible for financial aid while enrolled in the Healthcare Assistant certificate program. For additional assistance contact any respective program faculty advisor or the Student Advising Center.

Competitive Selection Process

Applicant Requirements

Each program has a competitive selection deadline. Please refer to the program information in the Academic Programs section of the catalog for specific application deadlines.

The following steps must be completed by the competitive selection deadline.

1. Out-of-State and International Students will only be considered in the competitive selection process on a space available basis, and will not be included if there are enough qualified applicants who are residents of the State apply. Please refer to the Out-of-State Residents and International Students sections of this catalog for more information regarding residency status.
2. The student entering the selection process for a degree program must be admitted to the Healthcare Science certificate, with the competitive selection program identified as Major 2.
3. The student entering the selection process for a diploma program must be admitted to the Healthcare Assistant certificate, with the competitive selection program identified as Major 2.
4. The student may enter the selection process for only one program of study at a time.
5. Some programs have a single competitive selection deadline to admit a class for more than one campus. In this case, the student must select one campus and will be included in the selection for that campus only.
6. The student must be in good academic standing with the College.
7. Each program requires that identified courses be completed by the competitive selection deadline. All required courses must be completed with a minimum grade of C. Please refer to the program information in the Academic Programs section of the Catalog for the courses that are required to enter the selection for a specific program.
8. In addition to earning a minimum grade of C in each required course, an overall GPA of 3.0 must be earned in the required courses for the Clinical Laboratory Technology, Dental Hygiene, Radiologic Technology, ADN Nursing, and Practical Nursing programs. An overall GPA of 2.5 must be earned in the required courses for the Medical Assisting and Surgical Technology programs. The GPA will be calculated according to the current catalog course information.
9. The following specific technical, science, and Health Science courses must be completed within seven years of the program start date, if required for the selection process.
 - ALHS 1040
 - ALHS 1060
 - ALHS 1090
 - ALHS 1011
 - BIOL 2113 & BIOL 2113L
 - BIOL 2113 & BIOL 2114L
 - BIOL 2117, BIOL 2117L
 - CHEM 1211 & CHEM 1211L
 - CHM 1212 & CHEM 1212L
 - COMP 1000
10. All transcripts reflecting grades earned at other colleges must be received by the admissions office prior to the selection deadline.
11. Students in all competitive programs except Clinical Laboratory must hold a current CPR Certification by the American Heart Association for Healthcare Providers. This certificate must remain current through the duration of the program. Online CPR certification or recertification will not be accepted.
12. Applicants to the Dental Hygiene and Radiologic Technology programs must earn a minimum raw score of 200 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. The raw score total includes Academic Aptitude – Total, Spelling,

Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index. Exam must be completed within five years of the program start date.

13. Applicants to the Medical Assisting, Practical Nursing and Surgical Technology programs must earn a minimum raw score of 150 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. The raw score total includes Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index. Exam must be completed within five years of the program start date.
14. Applicants to the ADN Nursing program must earn an Adjusted Individual Total Score of 65% on the pre entrance Test of Essential Academic Skills (TEAS) exam. Exam must be completed within five years of the program start date.
15. Applicants to the ADN Nursing Program must possess a current State Certified Nursing Assistant Certificate (CNA) or be a Licensed Practical Nurse (LPN).
16. Applicants to the ADN Nursing and Dental Hygiene programs may earn bonus points in the selection process.

ADN Nursing (maximum three (3) bonus points available)

- One (1) point for six months clinical work experience. Clinical experience is defined as actual patient care that includes the delivery of physical care, such as certified nursing assistant, nurse aide, practical nurse, patient care technician, medical assistant, surgical technician, back office worker in a clinic or physician's office, or emergency medical technician.
- One (1) point for completion of the Nurse Aide certificate program, including ALHS 1040, ALHS 1060, ALHS 1090 and NAST 1100.
- Two (2) points for current Licensed Practical Nurses (LPN).

Dental Hygiene (maximum three (3) additional bonus points available)

- One (1) point for any healthcare clinical work experience
- Two (2) points for dental related work experience such as a lab technician or front office employee
- Three (3) points for more than one year equivalent of full-time experience as a dental assistant

17. Student must submit a Competitive Selection File Review Request form to the Office of Student Affairs by the application deadline. All required documents must be attached to the form. Forms submitted prior to the completion of all requirements or submitted with documents missing, will be returned to the student and not considered in the selection process. The following documents must be attached to the Competitive Selection File Review Request form.

- Copy of the front and back of current CPR Certification by the American Heart Association for the Healthcare Provider card (not required for Clinical Laboratory Technology)
- Psychological Service Bureau (PSB) Health Occupations Aptitude Examination score report or the Test of Essential Academic Skills (TEAS) exam score report, as required for program of application (not required for Clinical Laboratory Technology)

Additional documents are required for the ADN Nursing and Dental Hygiene programs.

ADN Nursing

- Copy of current CNA Certification or copy of current Practical Nursing License
- If student is requesting bonus points for clinical work experience, an employer letter of verification is required. This letter must be on company letterhead and include the dates of employment, job title and a brief description of duties.

Dental Hygiene

- If student is requesting bonus points for clinical work experience, dental related work experience or experience as a dental assistant, an employer letter of verification is required.

This letter must be on company letterhead and include the dates of employment, job title and a brief description of duties.

18. Any student who is selected and declines admission will not automatically be admitted to another class cohort, and may be required to reapply through the competitive selection process.
19. Any student who is admitted to a competitive selection health science program, who does not complete the program with their cohort, must petition the Dean of the School of Health Sciences to be readmitted. Some reentry requirements will apply for selected programs and will be determined on a case-by-case basis.
20. Students who have an academic failure or withdraw failing from any occupational course in any health science program may only repeat the course one time. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs. This also applies to students who fail Health Sciences courses in the same program at other institutions and transfer to West Georgia Technical College.

Competitive Selection Scoring

As stated in the Applicant Requirements, specific technical, science, and Health Science courses must be completed within seven years of the program start date. Courses that expire prior to the program start date will not be accepted or included in the GPA calculation. The GPA calculation will be based strictly on the courses required for the selection process. If a course has been repeated, the higher grade earned will be used in the calculation. The GPA will be calculated according to the current semester course credits.

A student that satisfies a required course by College Board Advanced Placement (AP) exam, College-Level Examination Placement (CLEP) credit, or exemption exam, should contact the Office of Student Affairs for information regarding the scoring of the course.

The Psychological Service Bureau Exam (PSB) score will be calculated based on the total raw score including Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index.

The Test of Essential Academic Skills (TEAS) score will be calculated based on the Adjusted Individual Total Score percent.

Each complete Competitive Selection File Review Request received by the application deadline will be evaluated according to a 100 point scale. All application requirements must be met, and all required documents must be attached to the request, for a file to be considered complete.

Points per Competitive Selection Scoring Component

	Application Deadline	Admit Term	Minimum GPA for Required Courses	Points for GPA of Required Courses	Minimum PSB Exam, Raw Score	Points for PSB Exam	Minimum TEAS Exam Adjusted Individual Total Score	Points for TEAS Exam	CPR Certification by the American Heart Association for Healthcare Provider Required	CNA Certification or LPN Licensure Required	Bonus Points Available
ADN Nursing											
Coveta Campus	February 1	Summer									
Murphy Campus	June 1	Fall									
LaGrange Campus	September 1	Spring	3.0	40	N/A	N/A	65%	60	Yes	Yes	3
Clinical Laboratory Technology											
Murphy Campus	February 1	Summer	3.0	100	N/A	N/A	N/A	N/A	No	N/A	N/A
Dental Hygiene											
Douglas Campus	June 1	Fall	3.0	50	200	50	N/A	N/A	Yes	N/A	3
Radiologic Technology											
Douglas Campus	June 1	Fall									
LaGrange Campus	June 1	Fall	3.0	75	200	25	N/A	N/A	Yes	N/A	N/A
Medical Assisting											
Murphy Campus	June 1	Fall									
LaGrange Campus	September 1	Spring	2.5	75	150	25	N/A	N/A	Yes	N/A	N/A
Practical Nursing											
Murphy Campus	February 1	Summer									
Coveta Campus	June 1	Fall									
LaGrange Campus	September 1	Spring	3.0	75	150	25	N/A	N/A	Yes	N/A	N/A
Surgical Technology											
Murphy Campus	June 1	Fall	2.5	75	150	25	N/A	N/A	Yes	N/A	N/A

Applicants will receive their file evaluation score by their student email account. After all files are evaluated, the students with the highest scores will be notified by student email and invited to enroll. A student who declines the invitation to enroll will not automatically be admitted to another class cohort, and may be required to reapply through the competitive selection process.

Students who are not selected will be notified of their status by their student email account. A student must submit a new Competitive Selection File Review Request, along with required documentation, to be included in the next selection process for the same program or the selection process for another program.

Health Science Program Admission

A student selected for admission to a competitive selection degree or diploma Health Science program will enter a class cohort and complete the program through a lock-step course schedule for the duration of the program.

The student must have the following official documentation on file prior to registration for any health science course that has a clinical rotation. Students will not be allowed to register for courses if documentation is not complete.

- Completed Physical Examination and Health History, with a physician's statement that the student is in satisfactory health
- Copy of immunization records and/or titers. This includes proof of administration of two MMRs and student must show proof of positive rubella, rubeola, varicella and mumps titers.
- Two-step PPD and/or chest x-ray
- Adacel immunization unless the student has received a tetanus immunization within the past five years. Documentation of administration of tetanus immunization is required.
- Hepatitis vaccine series or signed declination form.
- Flu shots for current season.
- CPR Certification by American Heart Association for Healthcare Provider (not required for Clinical Laboratory Technology)
- Criminal background check and urine drug screen completed by Student Advantage
- Criminal background check and urine drug test will be evaluated by clinical sites. It is the clinical site decision to allow or restrict a student with a criminal background or a positive drug test. If a student is restricted from a site; they will be dropped from the program.