

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.

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, 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. Certain identified certificate programs do not require a high school diploma or GED.
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 or COMPASS college placement test within the last five (5) years, submit your official test scores.
5. Complete ASSET or COMPASS placement testing. Applicants who submit official placement test scores or college transcripts may not be required to test with West Georgia 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 may choose to be institutionally accepted to begin taking required core classes or they may choose to be admitted to the Healthcare Science or Healthcare Assistant certificate program. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Sciences Programs section of this catalog for additional information.

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. Age requirement for certain programs may be different because of professional accreditation standards or because of applicable state or federal laws. Consult the Program Descriptions section for specific age requirements for each program of study.

High School Diploma/GED Requirements

A General Educational Development diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to West Georgia Technical College unless otherwise specified by the program's standards. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. 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). Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter credit hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED diploma or high school diploma.

In order to be accepted by West Georgia Technical College, the applicant must have been awarded a high school diploma from a secondary school that is accredited by an agency appearing on the Technical College System of Georgia (TCSG) approved accreditation agency list. Graduates of unaccredited high schools must obtain a GED diploma.

Home school students may follow an alternative path for admission. Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
- Submit annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG minimum 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 ASSET or COMPASS placement test offered by West Georgia. Applicants may submit recent (within the last five years) SAT, ACT, ASSET or COMPASS 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.

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

Any student wishing to transfer from another institution to West Georgia must have been in good standing at the former institution. An exception may be granted permitting a student provisional/probationary admittance pending satisfactory completion of the first semester's work. Students admitted in probationary status must make satisfactory academic progress their first semester of attendance. Students not making satisfactory academic progress the first semester of attendance will be academically suspended.

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 issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf
- 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 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.

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, ACG 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 25 quarter or 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.
- May enroll in classes only on a space-available basis.
- 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 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 an Admissions Update Form to the Office of Student Affairs if out of school less than one year. A student who has been out of school more than one year must 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 effect 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 an Admissions Update Form 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.

Credit for High School Coursework

A student who has successfully completed a secondary Career Pathway Program of Study (three courses within a single pathway) may be eligible for articulated postsecondary course credit. The College has articulation agreements in place with the local school systems identifying courses in the areas of business, health occupations, and marketing, as well as trade and technical and general core

courses. The applicant shall be responsible for procuring the proper documentation for articulation credit review.

1. Student must meet all admissions requirements as stated by the institution.
2. Student must submit an official high school transcript identifying completion of a Career Pathway Program of Study.
3. Student must complete courses to be articulated with a minimum grade of 85%.
4. Student must submit a Documentation of Articulated Credit form identifying secondary course(s) completed and postsecondary course(s) articulated. The teacher's signature is required for each secondary course.
5. Student must enroll in the postsecondary institution within 18 months of high school graduation.
6. Articulated course credit will be transferred upon successful completion of a course skills/knowledge validation exam.
7. All articulated courses will be exempt from fees.

For more information about Career Pathways or course articulation agreements, please contact a High School Coordinator at 770.947.7538 or 770.755.7409.

High School Dual Enrollment

High school students who are excelling academically may enroll in identified courses or programs which normally require a high school diploma. 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. A Dual Credit Agreement or an Accel Program Application must be completed by the student, parent, high school official, and college official. The Dual Credit Agreement, Accel Program Application or Move on When Ready Participant Form must identify the specific college courses in which the student is eligible to enroll.

Certificate & Diploma Dual Enrollment Programs

Program availability is based on individual program agreements between local high schools and WGTC. Each agreement specifies the program of study and the course alignment between the college course/s and the high school course/s. The credits earned by completing the college course(s) must be applied to the high school academic record/ transcript and college academic record/transcript. Please check with an admissions counselor for program availability for specific area high schools.

Georgia high school students dually enrolled in a certificate or diploma program may receive the HOPE (Helping Outstanding Pupils Educationally) Grant if they complete the HOPE Grant application process and meet all HOPE Grant eligibility requirements. Credit hours paid by the HOPE Grant for the student will not count towards the limit of postsecondary hours paid for by the HOPE Program.

Eligibility Requirements:

To be eligible for dual enrollment certificate or diploma programs, the student:

- Must be at least 16 years old.
- Must be a high school junior or senior.
- Must meet the minimum placement test scores required by the college.
- Must be in good academic standing in his or her high school program.
- Must complete the West Georgia Student Application process.
- Must submit a Dual Credit Agreement signed by student, parent and high school official.
- Must, if applying for the HOPE Grant, complete the HOPE Grant application process and meet all HOPE Grant eligibility requirements.

Degree Level Core Course Dual Enrollment (Accel Program)

The High School Accel Program allows Georgia high school students who are excelling academically to enroll in identified degree level core courses while still enrolled in high school. The high school certifying official must identify the high school course/s to be substituted by the postsecondary course/s. The college official must identify the postsecondary course/s to be completed as identified in the Course Directory for High School Courses and College Equivalents for the ACCEL Program. 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.

The program is funded by the Georgia Lottery for Education, and the credit hours paid by the Accel Program for the student will not count towards the limit of postsecondary hours paid for by the HOPE Program.

Eligibility Requirements:

To be eligible for the Accel program, the student:

- Must be at least 16 years old.
- Must be a high school junior or senior.
- Must meet the minimum placement test scores required by the college.
- Must be in good academic standing in his or her high school program.
- Must complete the WGTC Student Application process.
- Student and parent must complete Part I of the Accel Program Application online at www.georgiacollege411.org. The application must be completed at least four weeks prior to registration for each semester.
- High School Counselor must identify the high school courses to be satisfied by the college courses prior to registration each semester through the STARS database.

Move on When Ready

The Move on When Ready (MOWR) program provides Georgia public high school students the opportunity to attend college full-time during their junior and senior years. Once admitted, the participating student will take all coursework with West Georgia Technical College. The student's tuition and fees are paid through the local school system. Courses completed through the MOWR program do not count against the HOPE Scholarship or Grant hours.

Eligibility Requirements:

- Must be at least 16 years old.
- Must be a high school junior or senior.
- Must meet the minimum placement test scores required by the college.
- Must be in good academic standing in his or her high school program.
- Must have attended a Georgia public high school full-time the prior year (full year).
- Must be able to meet high school graduation requirements by completing only the college courses.
- Must attend the college full-time.
- Student, parent and high school official must complete the MOWR Participant Permission Form. The high school official must identify the high school courses to be satisfied by the college courses.

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 and/or

with the assistance of a student affairs staff person or academic advisor. 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. Returning student registration is not available to Special Status or Transient students.

NOTE: Students may not register by phone but may schedule an appointment with program advisors by phoning or, preferably, by emailing. In determining semester schedules, the online version is the most accurate list of available classes.

Open Registration (new student registration) begins one week after returning student registration begins and allows for registration of new students, Special Status and Transient students who have been admitted in the first part of the semester and those who are admitted during the time leading up to the final day of open registration, scheduled each semester at each campus.

Late Registration is open to all students who do not take advantage of early registration or the open registration period, or who apply by the application deadline for late registration. Late registration is held on each campus the business day immediately prior to the first day of each semester.

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 complete an Official Withdrawal Form in the Office of Student Affairs.
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 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 semesters away are required to complete the online general orientation at the time of 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 BanWeb. For security purposes, students are encouraged to change their PIN from the default in order to maintain the confidentiality of their records.

Student E-mail

Students will receive a West Georgia e-mail account upon their initial course registration. E-mail 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 e-mail accounts for course information and updates throughout the semester. Instructions for e-mail usage are located on the BanWeb page of the West Georgia web site.

Health Sciences Programs (General Procedures)

Applicants to West Georgia Technical College diploma and degree Health Sciences programs must complete a competitive selection process prior to admission to the program. Applicants may initially choose to be admitted as institutionally accepted to take core courses for their intended program. Applicants to degree-level Health Sciences programs may choose to apply to the Healthcare Science certificate program to take core courses required for their intended degree program. Applicants to diploma level Health Sciences programs may choose to apply to the Healthcare Assistant certificate program to take core courses required for their intended diploma program.

Institutional Acceptance

Students institutionally accepted will be placed as developmental, provisional, or regular admission status, based on the intended diploma or degree Health Sciences program. Students may take all core courses required for their intended program. Institutionally accepted students are not enrolled in a program of study and are not eligible to receive financial aid.

Healthcare Science Certificate

Students accepted to the Healthcare Science certificate program 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 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 review the complete program information contained in the Certificate Programs section of this catalog.

Healthcare Assistant Certificate

Students accepted to the Healthcare Assistant certificate program 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 review the complete program information contained in the Certificate Programs section of this catalog.

Competitive Selection Process

The competitive selection process for diploma and degree Health Science programs is made up of three levels.

Level I: Preparatory/Core Courses

Level II: Competitive Selection

Level III: Occupational and Clinical Courses

Student Guidelines for the Competitive Selection Process

1. The student must declare his/her intended diploma or degree Health Science program on the Student Application or Admissions Update form prior to the selection deadline.
2. A student may not declare or be included in the selection process for more than one Health Science program at a time.
3. A Competitive Selection File Review Request will include the student in one selection process only—if not selected, a student must submit a new Competitive Selection File Review Request to be included in the next selection process.
4. The following specific technical, science, and Health Science courses must be completed within seven years of the start of Level III Occupational and Clinical Courses.

Course	Duration of acceptance
BIO 2113, BIOL 2113	7 years
BIO 2114, BIOL 2113	7 years
BIO 2117, BIOL 2117	7 years
CHM 1111, CHEM 1211	7 years
CHM 1112, CHEM 1212	7 years
AHS 104, ALHS 1040	7 years
AHS 106, ALHS 1060	7 years
AHS 109, ALHS 1090	7 years
AHS 1011, ALHS 1011	7 years
SCT 100, COMP 1000	7 years

5. All transcripts reflecting grades earned in required courses must be received prior to the selection deadline.
6. After competitive selection is complete, any student who withdraws will forfeit his or her seat and must meet criteria for the next competitive selection process in order to return.
7. A student selected and enrolled in Level III courses for any Health Science program who does not successfully complete with his/her cohort must petition the Dean of the school of Health Sciences to be readmitted. The Dean will then forward a recommendation to the Assistant Vice President of Academic Affairs, who will approve or deny the request. Some reentry requirements will apply for selected programs and will be determined on a case-by-case basis.

Competitive Selection Academic Scoring Guidelines

The following are general standards for academic scoring and should be used by students as a guideline. Students with specific questions about the scoring process should contact an admissions counselor in the Office of Student Affairs.

1. A minimum grade of C must be earned in each required course.
2. A minimum GPA of 3.0 must be achieved in the courses required to be completed to enter the competitive selection process.

3. Specific technical, science, and Health Science courses must be completed within seven years of the start date of Level III-Occupational and Clinical Courses
4. The highest grade earned in each required course will be included in the competitive selection academic score.
5. Students receiving exemption credit, advanced placement credit, articulated credit, or other nontraditional credit for required courses should consult with an admissions counselor for scoring information.
6. Applicants to the ADN Nursing Program must achieve a minimum score of 85 percent on the National League of Nursing Pre-Nursing exam (NLN).
7. Applicants to the Clinical Laboratory Technology, 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 or a minimum raw score of 250 on other Editions of the PSB. Raw score total includes Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index.

Occupational and Clinical Courses

The student must have the following official documentation on file prior to clinical rotations:

- Completed Physical Examination and Health History, with a physician's statement that the student is in satisfactory health
- Approved drug screening at sites arranged by WGTC administration
- Copy of immunization records including proof of administration of two MMRs. 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 screen results and documentation of immunity to rubella, measles, varicella and tetanus
- Professional Liability Insurance (may be purchased through the college)
- CPR Certification by American Heart Association for Healthcare Providers
- Criminal background check and urine drug screen

Specific Admissions Procedures for Diploma and Associate Degree Level Health Sciences Programs

Each diploma and degree Health Sciences program has specific admissions and selection criteria. Please refer to the specific criteria listed for each program within this catalog.

Students who withdraw from Health Sciences programs while failing (academically or clinically) for the second time, or who fail a course academically for the second time, are not eligible to return to these programs for a third attempt. This also applies to students who fail Health Sciences courses at other institutions and transfer to West Georgia Technical College.