Admission Procedures for the WITC ADN Program

Previously admitted pre-ADN students who have not attended classes for three calendar years would need to reapply to make their pre-ADN program active again and be subject to any new program requirements/ standards for admission and for the petition process. If you have taken Nursing courses in the past, you will need to follow a different process. Please contact an Admissions Advisor on your campus of choice.

STEP 1: Apply for Pre-ADN

The following steps are required to apply to the nursing program.
Applicants have 120 days to complete the application process.

Decide which WITC campus you will attend the nursing program: Ashland, New Richmond, Rice Lake, or Superior

1. Complete the WITC Application for Admission and submit the $30 nonrefundable fee to the WITC campus of choice.
2. Review and sign Background Check Disclosure.
3. Review and sign Functional Abilities Disclosure.
4. Submit your high school transcript or equivalent. You must have earned a high school diploma or GED/ HSED certificate; current high school students must provide both a current high school transcript and a final transcript with confer date upon graduation.
5. Make an appointment to complete the college entrance assessment (*Accuplacer*). Meet *Accuplacer* entrance assessment scores for the pre-ADN program: 81 in sentence skills (237 Next Gen Accuplacer), 67 in reading (237 Next Gen Accuplacer), 61 in Math (237 Next Gen Accuplacer) or provide documentation of prior assessment testing that meets this standard. The college provides support for remediation, if necessary. ACT scores of 17 in English, 18 in Reading, and 17 in Math or an Associate Degree or higher is also acceptable in lieu of *Accuplacer*.
6. Complete WITC pre-ADN Admissions Quiz and bring it to your WITC admission meeting with the WITC counselor.
7. Participate in an admissions meeting and educational goal discussion with a WITC counselor.

The student will be admitted to "pre-ADN" with completion of *STEP 1* and may be eligible to receive Financial Aid. Students are encouraged to complete their FAFSA by appropriate deadlines. Financial Aid awards will be determined based on the information provided on the FAFSA and the student will receive notification on the outcome from WITC, including the option to accept or decline the award. For more information regarding Financial Aid, please contact your campus Financial Aid Advisor.

Admission Procedures for the WITC ADN Program

Step 2: Admission Requirements for core-ADN Program

1. Attain *Accuplacer* entrance assessment scores (Reading 95 (263 Next Gen Accuplacer) or higher; Sentence Skills 103 (263 Next Gen Accuplacer) or higher; Math 79 (263 Next Gen Accuplacer) or higher) required for admission to the ADN core program, unless already met in Step 1 or waived by providing an official transcript indicating a composite ACT score of 22 with a minimum Math ACT score of 18. An Associate Degree or higher is also acceptable in lieu of Accuplacer.

2. Complete one semester of college chemistry (with a lab) with a grade of 2.0 or better OR one year of high school chemistry (with a lab) with a grade of 2.0 or better.

3. Complete a Nursing Assistant course with grade of 2.0 or better or provide documentation of completion of a course. It is *not necessary* to complete the national certification exam or be on the Nurse Aide Registry.

4. General Studies courses - ***PRIORITY ADMISSION** is given to students who have completed the ADN program-required General Studies courses as follows:*

   Highest priority admission will be given for the student who completes the following courses with a grade of B- or better:
   - 10806177 General Anatomy & Physiology*
   - 10806179 Advanced Anatomy & Physiology*
     - ➢ Financial Aid is available to repeat the course if necessary to achieve the required grade of B- or better

   *Second priority admission will be given for the student who completes ADN Program-Required General Studies courses with a grade of C or better **in the order listed**:*
   - 10809188 Developmental Psychology
   - 10801136 English Composition 1
   - 10801196 Oral/Interpersonal Communications
   - 10806197 Microbiology*
   - 10809198 Introduction to Psychology
   - 10809196 Introduction to Sociology
   - 5 elective credits of any associate degree level (10 level) or higher coursework

   *General Studies science courses are foundational to success in the ADN program. It is **_highly recommended_** that you retake these courses if they were completed more than five (5) years ago.

Financial Aid Note:

After a student has completed all their underlined required pre-nursing credits, there is no financial aid available until they are admitted and start the nursing program. For example: A student may want to take additional electives over the 5 electives required for the pre-nursing program while waiting to get admitted into the nursing program.   These additional electives will not be eligible for financial aid and a student will be required to self-pay for the additional electives taken.

INSTRUCTIONS for
PETITION for PRIORITY ADMISSION to the ADN PROGRAM

In order to be eligible to petition for priority admission to the WITC ADN program you must have completed Steps 1 & 2 of the ADN Admissions process:
> ***STEP 1: Apply for Pre-ADN***
> ***STEP 2: Admission Requirements for core-ADN Program***

The final step (*Step 3*) to gain acceptance into the WITC ADN program is to petition for priority admission into the program.

If you have met the **minimum requirements** to be accepted into the ADN program you may apply:
- ✓ Have met the required ADN *Accuplacer* entrance assessment scores for core-ADN
- ✓ Have completed a Nursing Assistant course with a grade of 2.0 or better
- ✓ Have completed at least one semester of college-level Chemistry (with a lab) or one year of high school Chemistry (with a lab) with a grade of 2.0 or better

However, there are typically far more applicants than space available for core ADN students; therefore, WITC has implemented a process whereby the students who are the "most prepared"—that is...

- o Have at least a grade of B- in 10806177 General Anatomy & Physiology
- o Have at least a grade of B- in 10806179 Advanced Anatomy & Physiology
- o Have completed some or all of the program-required General Studies courses

.. will have "priority" admission status over those students who have not yet achieved these benchmarks.

Petition Process
When you are ready to petition to the WITC ADN program you must complete the following steps:

1. Obtain a **copy of your most recent MyWITC unofficial transcript** that documents you have completed and met the grading standards for the required courses and any other program-required General Studies courses you have completed.
   - You may access your WITC unofficial transcript through your MyWITC Student Center web portal
     @ https://myportal.mywilm.com/psp/WITC/EMPLOYEE/EMPL/h/?tab=WIH_GUEST
   - If you have transferred credits from another institution, your WITC unofficial transcript must reflect these credits. If you do not see transfer credits you believe you have earned, please contact Student Services at your campus.

2. In compliance with the American Disabilities Act of 1990, the Functional Abilities form informs prospective students of the skills and abilities necessary to complete a nursing program. By signing the Disclosure, you are verifying that: a) You have been provided the information regarding the Functional Abilities required for the ADN program; b) You have been provided the information regarding individuals that may be contacted to assist with accommodations, should any be requested. Read the information carefully, then sign the **Nursing-Associate Degree Functional Abilities Disclosure** listed above and submit with your Petition Packet.

3. Carefully read the Caregiver Background Check *Disclosure*. Your signature indicates you understand that any criminal record of charges or convictions *may* prohibit you from entering the ADN program. All ADN students must successfully complete all clinical courses each semester of the program. Clinical agencies have the right to refuse access to any student with a history of criminal charges or convictions. Background checks are run after the student has been admitted to the ADN program. Carefully review and then sign/date the **Nursing-Associate Degree Caregiver Background Check Disclosure** listed above and submit with your Petition Packet

4. Carefully read and follow the directions provided in the **Intent to Enroll-Petition Checklist**, which will guide you to fully prepare your ADN Petition packet. Sign and date the checklist and submit with your Petition Packet.

5. Make a copy of your ADN Petition packet for your records, then mail the original documents to the campus in which you plan to attend the ADN program.

6. Petition packet must be *post-marked* between:
   - **Feb 15-22 for fall term admission (all campuses).**
   - **September 20-27 for spring term admission (New Richmond, Rice Lake, and Superior campuses).**
   - **NO** Petition Packets will be *accepted before or after* these dates.
   - **It is preferable to mail your packet.**
     - If you drop-off your packet at the campus, it will only be accepted during the stated timeframe above at the front Student Services office.
     - *Be sure* to get a stamped receipt if you drop off your petition packet.

7. Students will receive a letter confirming or denying their admission by:
   - **March 15** for fall term
   - **October 15** for spring term
   - Inquiry phone calls or emails regarding this information will NOT be accepted
   - *Be sure we have your correct mailing address!*

8. Should there be applicants that have equally met the Priority Petition for Admission requirements, the student with the earliest documented date of completion of the pre-ADN Admission (Step 1) requirements will be admitted first.

9. If you are accepted into the core-ADN program you will receive a letter informing you of the *mandatory ADN orientation* that will occur shortly after being accepted into the program.

10. If you are not accepted into the core ADN program, you are encouraged to reapply. A new, complete Priority Petition packet must be submitted each time. WITC will keep the application packets of those students who are not accepted *for one month* after the closing date, then shred them if they are not picked up. You may find having the original application packet helpful for re-application. Applications **cannot be mailed back**—you will need to come to campus to pick up your application in Student Services.

11. For additional questions, contact the campus Admissions Advisor:

Admissions Advisor WITC Ashland 2100 Beaser Ave Ashland, WI 54806	Admissions Advisor WITC New Richmond 1019 S Knowles Ave New Richmond, WI 54017	Admissions Advisor WITC Rice Lake 1900 College Drive Rice Lake, WI 54868	Admissions Advisor WITC Superior 600 N 21st St Superior, WI 54880

Nursing-Associate Degree Program Priority Petition for Admission

Frequently Asked Questions

I am interested in applying to the WITC Nursing-Associate Degree (ADN) program—how do I start the application process?
There are two ways* to find out information about the admission process to the WITC ADN program:
1. Attend an ADN Admission Information session or meet with an Admissions Advisor. Call 1.800.243.9482 to register for an upcoming ADN Admission Information Session at the WITC campus you would like to attend or schedule a meeting with the Admissions Advisor.
2. Review the process online at the WITC ADN program page on the web: https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application

What is a "priority petition" for admission? What does that mean?
The WITC ADN program's priority petition for admission process provides an opportunity for the student who has earned a "B-" or better in 10-806-177 General Anatomy and Physiology and 10-806-179 Advanced Anatomy and Physiology and has completed some or all of the other ADN program's General Studies requirements to enter into the ADN program before other students who have not completed these requirements. Since the ADN program is a very rigorous program, students are able to better focus on the core nursing courses and be more successful through this process.

What are "core nursing" courses?
Core nursing courses are both the theory and clinical courses of the ADN program. Core nursing courses have course numbers that begin with 10-543-XXX. Only those students who are admitted to the nursing program are eligible to take these courses.

How are students selected with the Priority Petition for Admission Process?
Students may apply to be accepted into the WITC ADN program twice a year. Petition deadlines are **Sept 20-27 for spring admission** and the **Feb 15-22 for fall admission**. The petition includes a number of documents. For more information contact the Admissions Advisor at the campus you would like to attend (800.243.9482) or view the information online at https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application

What happens if I fail one of the ADN program-required General Studies courses?
When you are in the ADN core program there are limited numbers of core nursing courses you may fail. You may read more about this policy in the ADN Student Handbook at https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application . All other general studies courses may be repeated until you earn at least a 2.0 and any failures will not "count" toward this ADN program policy regarding number of course failures allowed.

If I took some of these General Studies courses a while ago, will they still count?
Yes, there is no time limit when the General Studies credits expire. However, the General Studies science courses have foundational information, so if it has been more than five (5) years since you completed one of these courses, you are *highly encouraged* to repeat the course.

Can I apply if I don't have all of my General Studies for the ADN program completed?
As long as you have met the minimal requirements for application to the ADN program you may apply. These are:
- *Accuplacer* scores that meet the ADN entrance requirements
- Nursing Assistant course has been completed with at least a grade of 2.0
- Chemistry requirement has been completed with at least a grade of 2.0

Keep in mind that the ADN program has many applicants and it is extremely unlikely that an applicant would be accepted without having successfully completed the science courses requirements and a large portion of the other General Studies requirements.

Why are the entrance assessment (Accuplacer) scores higher for the ADN program?
The WITC ADN program is very rigorous. The higher *Accuplacer* entrance assessment scores are set at a higher level to ensure that you are well prepared with the skills and knowledge you will need to be successful in the ADN program. If you don't meet the required scores you are encouraged to work with the Student Services department personnel on your campus until you can achieve the required scores.

I will need to provide copies of my unofficial WITC transcript and my Accuplacer scores when I submit my Priority Admission packet. Where do I get those?
Go to the MyWITC Student Center web portal to access copies of an unofficial WITC transcript and *Accuplacer* scores. Student Services staff can also assist you.

If I petition and don't get in, do I need to petition again?
Yes. If you aren't accepted and you are still interested, you are encouraged to reapply. WITC will keep the application packets of those students who are not accepted <u>for one month</u>, then shred them if they are not picked up. You may find having the original application packet helpful for re-application. Applications **cannot be mailed back**—you will need to come to campus to pick up your application.

How will I know if I have been accepted or not after I have applied?
All applicants will receive a letter notifying them of their acceptance. Make sure we have your current mailing address when you submit your application packet!

Can students defer their acceptance into the core nursing courses once accepted?
No. If you are accepted into the ADN program, then decide you cannot attend, you will need to re-petition to be accepted.

If I don't earn a grade of "B-" in* 10-806-177 General Anatomy & Physiology *and/or* 10-806-179 Advanced Anatomy & Physiology *do I have to repeat the courses? Is there Financial Aid available to repeat these courses if necessary?
Yes, you must earn at least a grade of "B-" or better in *10-806-177 General Anatomy & Physiology* and *10-806-179 Advanced Anatomy & Physiology* as listed in the program curriculum checklist. If you are eligible for Financial Aid it may be available if it is necessary for you to repeat either of these courses. Please contact your campus Financial Aid Advisor if you have any questions related to Financial Aid.

When I have completed all of my General Studies courses and am waiting to apply to the nursing program are there other courses that are recommended to take?
There is a strong professional movement to eventually require practicing Registered Nurses to have a bachelor's degree in nursing (BSN). If you want to take additional courses, work with your campus counselor who can direct you to courses that could be applied towards your BSN. WITC also offers other Associate Degree and certificate courses that could be beneficial to your career in Nursing.