Petition for Entry Form
Fall 2018 Semester
ADN Core/Clinical Nursing Courses

Note: Only students who have applied to and have been officially admitted to WCTC’s Nursing Program are eligible to petition. Address updates shall be done at the Enrollment Center.

Preference:  □ Full-Time  □ Part-Time

Name: _____________________________________________ ID: _________________________ Date: ___________

Phone #: ______________________________ WCTC Student Email: ______________________________

Priority admission will be given to students who have completed the following requirements:

General Education Requirements
Grades of C or better indicate X if completed or IP if in progress:

_____ Written Comm/English Comp I  _____ Microbiology
_____ General Anatomy & Physiology  _____ Introduction to Psychology
_____ Oral/Interpersonal Communication  _____ Introduction to Sociology
_____ Advanced Anatomy & Physiology  _____ 5 credits of Electives
_____ Developmental Psychology  Elective: ________________________
       Elective: ________________________

If marked “IP”, please indicate where you are taking the course.

If you are transferring in credits from another college, make sure the credits have been transferred by emailing transfercredit@wctc.edu. Only WCTC transcripts are accepted for the petition process.

Written Documentation

□ Attach copy of your WCTC unofficial college transcript with required courses highlighted in marker
(Log onto MyWCTC Account, select link for “myWCTCaccount” > “Student Records” > “Unofficial Transcripts”)

□ Attach copy of current American Heart Association CPR Card (Healthcare Provider or BLS Provider certification)

□ Attach documentation of Nursing Assistant Class

□ Attach a completed Criminal Background Check Form (5 pages) and a check for $20.00 payable to WCTC
Or date CBC was ran and saved at WCTC (within 2 years) __________________

□ Attach copy of NLN-PAX test results
(Log onto MyWCTC Account, select link for “myWCTCaccount” > “Student Records” > “View Test Scores”)

Staple your Petition Packet in the upper left hand corner in the following order:
1. Page 1
2. Page 2
3. Written Documentation
4. Check for Criminal Background Check for $20 payable to WCTC (If Applicable)

Petition Packet submission procedure:

□ Place your Petition Packet in a sealed envelope with your name and student ID# on the envelope.

□ Return the envelope to the Program Advisor's office, C-021, between 8 a.m. March 1, 2018 and no later than 4:00 p.m. March 14, 2018.

□ Mailed packets must be postmarked no later than March 14, 2018 and delivered to Rahsaan Dunn, WCTC, 800 Main St, Pewaukee, WI 53072.

□ Early, late or incomplete packets WILL NOT be considered. You will need to complete the petition process in a subsequent semester.
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Please read and initial the following statements – I understand that:

_____ If I am selected and choose not to begin taking the core/clinical nursing courses, my petition packet will be voided and I MUST submit a new packet for future semesters.

_____ If I am selected as an “alternate” and not chosen to begin core/clinical nursing courses, I MUST submit a petition packet indicating my interest in beginning core/clinical courses the following semester or when I am ready to enter.

_____ I will be notified via US Mail by Friday, May 4, 2018 if I have or have not been accepted to begin the core/clinical nursing courses. I WILL NOT CALL OR EMAIL to inquire about my selection status.

_____ I will need to have an acceptable Criminal Background Check before starting the core/clinical nursing courses.

_____ I will need to complete documentation of Student Health Requirements before starting core/clinical nursing courses.

_____ I must attend a mandatory Nursing Orientation held on campus, Wednesday, May 23, 2018, 9:00 a.m. – 12 p.m., Richard T. Anderson Education Center, College Center Building. You have to attend this meeting in order to register for Nursing core courses.

_____ I will need to fill out a form verifying that I can perform the essential functions required of a nurse at the Nursing Orientation Meeting.

_____ If I am accepted into the core/clinical nursing courses and have courses “in progress” at another college or have taken a College proficiency exam (CLEP/AP), upon completion, I will submit an official transcript to the Admissions Office by Friday, August 17, 2017.

_____ If I am not accepted to enter core/clinical nursing courses, my petition and attached documents will be shredded before the semester begins.

_____ If I am accepted into core/clinical nursing courses and agree to enroll, I must register for the indicated core nursing courses. If I choose not to enroll, after I have accepted the placement, I am required to notify the WCTC Nursing Department, 262.691.5579, at least one week prior to the start of classes. If I fail to notify the WCTC Nursing Department or drop the first week of courses I will be ineligible to petition for the following semester. I will be eligible to petition for future semesters.

Student signature: ____________________________________ Date: __________________