Nursing Course Re-Entry Request Form

- Only students who have applied to, and have been officially admitted to WCTC's Nursing Program and have previously been enrolled in core nursing courses at WCTC are eligible to submit a Course Re-Entry Request Form.

- Form must be submitted at least 3 business days prior to the start of the course.

To be completed by student at time of requesting re-entry:

Name:

WCTC Student ID:

Contact Phone #:

Student WCTC e-mail:

Please indicate which Nursing Course(s) and Semester you are requesting re-entry for:

Course Number/Name	CRN (if available) or preferred delivery	Semester (spring 1, 2; fall 1, 2; summer)

Please read and initial the following statements – I understand that:

_____   If I have been out of a clinical course for more than one year, I will follow the Skills Competency Policy, outlined in the Nursing Student Handbook.

_____   I must ensure all health, safety, criminal background check, and drug screen requirements are current per program policy.

_____   If you were given permission to take a course outside of WCTC, a permit will not be granted until an official transcript has been received demonstrating successful completion of the course.

Student complete signature: _____

Date of Course Re-entry Request Form submission: _____

Course Re-Entry Request Form Submission Procedure:

1. This form should be emailed as an attachment to Mary Ann Burzynski, Nursing Program Administrative Assistant, MBurzynski1@wctc.edu

2. Re-entry into any nursing course will follow Registration Process for Nursing Courses found in the Nursing Student Handbook.

3. The student will be contacted via WCTC e-mail when it is determined if there is a seat in the course requested. Seats will be determined at the end of the 8 week term prior to the term the repeat course is being requested.

4. Please know that notification of registration could occur up to the day before the course is starting.

For Office use only Date Received:

Date student notified:

Revised 2/2021

9280/21

WAUKESHA COUNTY TECHNICAL COLLEGE
WCTC