

**Petition for Entry Form  
Spring 2019 Semester  
ADN Core/Clinical Nursing Courses**

**WCTC Advising**  
800 Main Street; room C-021  
Pewaukee, WI 53072  
262.691.5400

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.

For office use only:		
FT or PT	"C" or "IP"	App. Date

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    |                                  |
| _____ Developmental Psychology         |                                  |

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](mailto: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. September 1, 2018** and no later than **4:00 p.m. September 14, 2018**.
- Mailed packets must be postmarked no later than **September 14, 2018** and delivered to Kimberly Miller, 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, December 7, 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, December 19, 2018**, 9:00 a.m. – 12 p.m., Building B, Room B-115. 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, January 18, 2019**.

\_\_\_\_\_ 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: \_\_\_\_\_

