Petition for Entry Form
Spring 2020 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
_____ 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.

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. Sept 1, 2019 and no later than 4:00 p.m. September 14, 2019.
□ Mailed packets must be postmarked no later than September 14, 2019 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.

For office use only:

WT or PT  “C” or “IP” App. Date

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

_____ I will be notified via WCTC Official Email on or before Friday, December 6, 2019 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 prior to this date.

_____ I will need to have an acceptable Criminal Background Check before starting 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, Thursday, December 19, 2019, 9 am-Noon in B-115. I understand that I have to attend this meeting in order to register for nursing core courses.

_____ I understand that if for any reason I do not attend the mandatory Nursing Orientation as stated above, I will not be able to begin nursing core classes and will need to resubmit a new petition for a subsequent semester.

_____ I will need to fill out a form verifying that I can perform the technical standards 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 9, 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: ________________