

## Health and Public Safety Division Online Program Overview



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### Practical Nursing Program

*Congratulations on your decision to pursue a Nursing degree! It is an excellent profession to pursue...one worth the hard work that the educational process requires. As part of the admission process for the program, you are required to read through the material presented on this website. Please be aware that you need to read ALL of the material, complete the required forms and return to Western Technical College (address on form) in order to meet the requirement of successfully completing the mandatory online program overview.*

\*The admission requirements are subject to change without notice.

#### **The purpose of the online program overview is to:**

- Explain the admission process for the program.
- Provide you with specific program information.
- Help you to confirm your decision to enter the program.
- Provide you with forms necessary for completing the admission process.

Review the [Intent to Enroll Form](#) to identify and complete the admission requirements for your program.

### **Step I – Application to the College**

1. **Application to the College:** Complete and submit the Wisconsin Technical College System application. If you are interested in more than one program, you must complete an application for each program. A one time \$30.00 application fee (made payable to Western) must be submitted with the application. Applications are available at Western in the Welcome Center, 400 Seventh Street North at the La Crosse Campus or any Regional Learning Center locations at Independence, Black River Falls, Tomah, Mauston, or Viroqua. Applications are also available online at <http://www.westerntc.edu/admissions>.
2. Submit **official transcripts** from high school and, if applicable, college. If submitting college transcripts, it is possible that you may have taken courses that can be applied towards your chosen program. To have your transcript evaluated for transfer of credit, complete and submit the Transfer Credit Evaluation form found under Transfer Forms <http://www.westerntc.edu/transfer>.

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### 3. **Placement tests** (COMPASS, ASSET, or ACT)

You are required to take a placement test and meet the set scores unless the following applies:

- If you have a bachelors or masters degree, you are not required to take placement tests.
- If you have successfully completed (C grade or better) college level Written Communication or Beginning Composition, you are not required to take the Writing placement test.
- If you have successfully completed (C grade or better) college level Basic Math or College Mathematics, you are not required to take the Math placement test.

Satisfactory placement scores for the Nursing Associate Degree program can be obtained online at: [http://www.westerntc.edu/programs/program.aspx?PROGRAM\\_NBR=315431](http://www.westerntc.edu/programs/program.aspx?PROGRAM_NBR=315431) under the Admission Requirements tab.

Testing is available in La Crosse at the Western Technical College Campus Assessment Center or at the Regional Learning Centers in Independence, Black River Falls, Tomah, Mauston, or Viroqua. Visit the following website at <http://www.westerntc.edu/admissions/assessment.asp> for more information. If you take a placement test at another location, you must request that your scores be sent to Western.

Remediation courses are available for you if you do not meet the placement scores for the program. All remediation courses must be completed prior to being accepted to the program. Students must retest after remediation.

## Step II – Application to the Program

1. **Complete this Online Program Overview:** You are doing this right now and are almost done. You must complete the [Intent to Enroll Form](#) (click to open) when you are prepared to begin your program of choice. Review the form to identify and complete the admission requirements specific to your program.

Please assure that all items have been completed, attached, and/or submitted to: Enrollment Services located in the Welcome Center on the La Crosse Campus. Call Enrollment Services at 608-785-9553 to schedule an appointment to review your paperwork with an Enrollment Services Advisor. **You are only allowed to submit the Intent to Enroll form at your mandatory Enrollment Services Advisor meeting.** Bring the Intent to Enroll form to your appointment with any un-submitted documentation. At this appointment, the Enrollment Services Advisor will finalize the admission process and provide you with an estimated start date. **At this time you will sign the second page of the Intent to Enroll form verifying that you have completed the requirements to enter the program and have been assigned an estimated start date.**

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll Form and schedule another appointment. Students are unable to request a pass on their assigned date. They will be assigned a later start date upon resubmission of the Intent to Enroll Form.

2. Complete the [Background Information Disclosure form](#) (click to open). The State of Wisconsin requires that individuals who will be working with vulnerable adults and/or children undergo a criminal background check. You must complete the form and submit the \$20 fee (made payable to Western Technical College) in order to meet this admission requirement. Western does not accept background checks conducted by third parties (i.e. your employer). You are required to disclose *all* past experiences with the law. **Any arrests or new charges must be reported to the Nursing Associate Dean**

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**(608-785-9195) within five (5) working days.** Failure to do so may result in program dismissal. In addition, if you have resided outside of Wisconsin in the past 3 years, you will be informed of how to obtain an out of state background check at your own expense.

Although the form itself refers to crimes, criminal convictions, and pending criminal charges, the information that comes back from the background check does include all contacts with law enforcement whether or not a criminal conviction occurred. Therefore, include contacts such as non-criminal traffic matters, arrests, charges for which you were acquitted, and charges that were pled down to an ordinance violation or forfeiture. This form is found at <http://dhs.wisconsin.gov/Forms/F8/F82064.pdf>.

If your background check reveals past experience with the law, two clinical sites will be contacted to determine the likelihood of your being able to complete a clinical experience at those sites. **Clinical sites have the right to refuse clinical placement to any student based on the background check results.** This information will assist you in understanding the likelihood of being able to complete the clinical courses for the program. If you have charges on your background check, we are unable to guarantee that you will be able to be placed for the multiple clinical experiences that most programs require. It is your decision whether or not to enter the program based on the uncertainty of being accepted at clinical sites. See Frequently Asked Questions for more information on the impact of a positive background check.

(See page 13 for Body Art or Piercing.)

3. Meet **reading requirement** as noted in Step I item 3.
4. Meet **math requirement** as noted in Step I item 3.
5. Meet **writing requirement** as noted in Step I item 3.
6. **Completion of a Wisconsin Department of Health Services approved Nursing Assistant course.** This requires a minimum of 120 hours of instruction and must include a clinical component. It is recommended that you work as a nursing assistant. You will be expected to know the basic patient care skills of bathing, transferring, positioning and feeding when you enter the Semester I Nursing Introduction to Clinical Practice (543-104). Lack of these skills may interfere with your ability to be successful in Semester I Nursing Introduction to Clinical Practice (543-104).
7. **Chemistry and Biology**: You must successfully complete (C grade or better) biology **and** chemistry at a high school and/or college level. If you have not previously taken the courses, you can fulfill this requirement by taking the courses at Western.
8. Satisfactory performance on the designated **Nursing Pre-Admission Examination**. Please click on [Nursing Pre-Admission Exam Schedule](#) for testing dates. These dates are also on page 9 of this overview. If you have **already** taken the ACT exam and received the following scores: English 19+, Reading 20+ and Math 19+, the Pre-Admission Exam can be waived with submission of the scores. **(Licensed Practical Nurses applying for advanced placement in the third semester are exempted. For exceptions, please contact an Enrollment Services Advisor in the Welcome Center.)**
9. Attain **CPR certification**: You are required to complete the **American Heart Association Basic Life Support for the Healthcare Provider certification** and provide a copy (front and back) of your card. Note: There are many different levels of CPR; be sure to register for **“BLS Healthcare Provider”**. You

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are required to maintain on file your CPR certification until you graduate. This may mean that you may have to take a renewal class during your time at Western. Click on [CPR BLS Healthcare Provider courses](#) to view those being offered at Western.

10. Read the [Essential Functions](#) (click to open). Essential Functions are a listing of the physical, cognitive, and mental abilities that you will need in order to complete the program. You must read the Essential Functions and complete the appropriate section on page two of the Intent to Enroll Form. If you have a documented disability, there may be accommodations that can be made to assist in your successful completion of the program. Please contact Disability Services at Western (608-785-9875) if you are in need of more information. **A change in your ability to perform any of the Essential Functions must be reported to the Nursing Associate Dean (608-785-9195) or to your instructor immediately.**
11. Complete [Immunization Form](#) (click to open): The immunization information can usually be obtained from your personal physician. **IMPORTANT:** The immunization form **MUST** be signed by a physician, physician assistant, nurse, or nurse practitioner.

You must have documentation of negative TB test for the past two years. If you do not have two consecutive years of TB testing, you must have a “two-step” TB test done. TB tests are done at your local physician’s office, county health departments or (for current Western students taking at least 6 credits) at the UW-L Student Health Center located at the Health Science Center in La Crosse. You are required to maintain current TB tests until you graduate from the program. (i.e., renewed annually)

It is your responsibility to submit immunization records including TB tests prior to or with the Intent to Enroll Form to Enrollment Services located in the Welcome Center so the documentation can be entered into your official student health record here at Western.

Hepatitis B series: Though **highly** recommended at this time it is your choice whether or not to have the series. If you elect to do the Hepatitis B series, you need to *start* the series, but do not have to *complete* the series in order to submit the immunization form. You must submit the remaining dates when the series is complete.

It is strongly recommended that you **maintain a copy** of all forms/verifications for your own personal record.

12. **General Anatomy & Physiology:** You must successfully complete (C grade or better) college level General Anatomy & Physiology. This can be taken at Western or may be able to transfer in from another college if the course material is same.

## Acceptance to a Program

Students will be admitted to this program once the student has completed the Intent to Enroll Form, met the program requirements and met with an Enrollment Services Advisor. Program admission is based upon a first come, first served basis. Once the program is filled, students will be admitted to the next term. If an opening occurs in an earlier term, you may be contacted.

In the event that the program is not full, applications will continue to be accepted until 3 weeks prior to the start of the program. Applicants who meet all admission requirements will be accepted on a first come, first serve basis until the program is full.

❖ It is to your advantage to complete the admission requirements as soon as possible.

**Please complete all forms before submitting for the admission application process. If you have difficulty printing the forms, please contact one of the following Enrollment Services Advisors:**

Sandy Peterson	<a href="mailto:PetersonS@westernnc.edu">PetersonS@westernnc.edu</a>	608-785-9207
Debbie Kaiser	<a href="mailto:KaiserD@westernnc.edu">KaiserD@westernnc.edu</a>	608-785-9078
Stacey Nelson	<a href="mailto:NelsonS@westernnc.edu">NelsonS@westernnc.edu</a>	608-785-9842

## Practical Nursing Fact Sheet

### WHAT DOES A PRACTICAL NURSE DO?

The Practical Nurse (LPN) is a nurse who practices within the guidelines of the Nurse Practice Act and under the general supervision of a Registered Nurse or the direction of a physician, podiatrist, dentist or optometrist. LPNs provide basic nursing care, record nursing care given, and report to the appropriate person changes in the condition of a client. LPNs assist with the collection of data, development and revision of nursing care plans, reinforce teaching provided by RNs or other appropriate health care personnel, and participate as part of an interdisciplinary team in meeting basic client needs.

### WHAT DOES IT TAKE TO BECOME A PRACTICAL NURSE?

It takes discipline and hard work. Practical Nurses are expected to work in a stressful, multidisciplinary environment. They need to be mature, independent thinkers who are assertive and able to advocate for the health care needs of individuals and families. They must be able to care for clients in all phases of the health-illness continuum and throughout the lifespan.

### HOW LONG IS THE PROGRAM AT WESTERN?

The Practical Nursing program at Western is two semesters long. The Practical Nursing program is part of the Wisconsin Technical College state curriculum and is identical to the first year of the Associate Degree Nursing program. The Practical Nursing program is approved by the Wisconsin Board of Nursing. Students who have a “secured seat” in the program may take the first semester nursing theory course Nursing Fundamentals only (not Nursing Pharmacology) one semester prior to beginning the first semester clinical course. (i.e., Students slated to start in the fall may enroll in summer session theory course. Students starting in the spring may enroll in the preceding fall session.) **General Anatomy & Physiology is required prior to entry into the Nursing Program.**

### WHAT ARE THE SPECIAL PROGRAM CHARACTERISTICS?

The Practical Nursing program has a challenging curriculum that will prepare you to provide direct care for individuals in long-term care agencies, doctor’s clinics, home health agencies, the armed services, and other sites. This program is designed for the adult learner. It features a learning environment that fosters independence, problem solving, organization, goal attainment and communication through faculty guided learning and performance-based evaluation. Only students accepted in the Nursing program are allowed to register for nursing courses. Courses provide learning tasks based on course competencies and facilitate mastery of theoretical and clinical performance standards. Classes, the skills and simulation labs, and clinical settings provide opportunities to share knowledge, ask questions, and practice newly mastered skills.

The distance learning option (ITV) for support courses is offered at all Western campuses. Learning resources (CDs, DVDs, computer programs, journal articles, internet access and nursing skills lab, etc.) are available at the Viroqua and Mauston Campuses for the nursing courses in the program. The general education and science courses are offered at the Black River Falls, Mauston, and Tomah Campuses. The Anatomy and Physiology and Microbiology labs are only offered in La Crosse.

### DO I NEED A COMPUTER WITH INTERNET ACCESS?

Because nursing faculty use Internet-supported teaching strategies, nursing students need access to a computer that has internet access and email capabilities. We highly recommend that you have computer access with internet in your home as Blackboard and internet are the main communication methods used in the Nursing program. Internet-supported learning strategies include use of a Web Board (Blackboard) for questions/answers/ discussions; email and learning plans with hot links to related web sites. Information about computer needs is available at <http://www.westerntc.edu/onlinelearning/systemrequirements.asp>. DSL is recommended as dial-up access is slow.

### IS THE PROGRAM APPROVED?

Yes, the State of Wisconsin Board of Nursing and the Wisconsin Technical College System approved the program.

### WILL I BE REQUIRED TO TRAVEL?

The Practical Nursing program utilizes clinical sites in the Western Technical College District during the program. Students are responsible for their own transportation to all clinical sites. Overnight travel is not required.

### **ARE THERE HEALTH RISKS?**

Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various clinical locations. Entering the nursing program is a choice and students need to be aware of possible health risks in practice settings. The nature of nursing in an acute care center is that there may be unintended exposure to health risks. Students enrolled in nursing have potential for exposure to communicable diseases or may sustain injuries in the clinical setting.

### **HOW MUCH TIME WILL I SPEND IN THE CLIENT CARE SETTING?**

Clinical experience begins during the first semester of the program. Clinical schedules vary from course to course and may include six to sixteen hours of clinical practice each week. All students are required to participate in orientation to the clinical agency. The nursing program reserves the right to reassign students for such reasons as balancing the number of students in each section and other considerations. Students are expected to improve in their clinical performance throughout the semester and from semester to semester. This improvement will be reflected in the clinical evaluations which are based on objectives found in each clinical course syllabus.

### **WHAT IF I AM UNSUCCESSFUL IN A NURSING COURSE?**

Anyone receiving less than a C in a nursing course will be allowed to repeat the course on a space available basis only pending the initiation of a success plan. Students are required to comply with the conditions of an individualized success plan. Students who don't abide by a success plan may experience delays in completing the program. Any deviation from the set program sequence will result in a space available status for all subsequent nursing courses. All required courses within the curriculum plan for a given semester must be completed before progressing forward. **Students who enroll in a course without satisfactory completion of prerequisites will be dropped. Only students accepted in the nursing program in good standing are allowed to register for nursing courses.** Students must attain a C or credit grade in all nursing courses each semester to be allowed to progress in nursing courses for the following semester. (Students who are unsuccessful in a theory course may be required as a condition of reentry to repeat the course in a face-to-face section.)

### **WHAT HAPPENS AFTER I GRADUATE?**

After successfully completing the Practical Nursing (PN) program, the graduate becomes eligible to apply to take the national licensing exam for Practical Nursing. The Western Nursing Program is a rigorous course of study that prepares students to pass the NCLEX Exam on their first attempt. Western's pass rate for the past 8 quarters is 98%. If you pass the examination you may work as a Licensed Practical Nurse. The average salary range six months after graduation is \$25,000 – \$40,000. As a Licensed Practical Nurse (LPN) you will work in the health care field under the direction of a Registered Nurse (RN). **Practical Nursing graduates are also eligible to apply to the Associate Degree Nursing (ADN) program and continue their education to become an RN. Articulation of a PN graduate into the ADN program will be based on seat availability. Please do not apply until you have nearly completed the first two semesters of the nursing program.**

### **MAY I TAKE A THEORY COURSE ONLINE ELSEWHERE?**

Students who take theory courses online through another Wisconsin Technical College must provide the official transcript verifying coursework has been completed with a "C" or better to Western Technical College's Registrar's Office.

Students who take online courses elsewhere may encounter academic delays and/or difficulties with registration in a timely manner. Entry into clinical lab placement may be affected due to transfer of courses. Placement into clinical lab is on a space-available basis only.

### **WHAT IF I HAVE SPECIAL NEEDS?**

Essential Program Functions and Program Specifications have been identified. These are available for review from the College's special needs counselor, Kristine Puent (608) 785-9875, or the program counselors which are listed below.

## PRACTICAL NURSING PROGRAM

### Program Outcomes – PN

- Adhere to standards of practice within legal, ethical, and regulatory frameworks of the licensed practical nurse
- Use effective communication skills
- Assist with health assessment of individuals, families and groups
- Participate in clinical decision-making within the LPN scope of practice
- Provide safe, caring interventions with diverse populations
- Use principles of teaching and learning processes to reinforce teaching plans
- Work cooperatively to provide holistic care
- Under supervision, manage and direct care within and across health care settings according to established protocols

### Practical Nursing Statewide Curriculum

#### First Semester

Course Title	Credits
543-101 Nursing Fundamentals	2
543-102 Nursing Skills	3
543-103 Nursing Pharmacology	2
543-104 Nursing: Introduction to Clinical Practice	2
809-188 Developmental Psych	3
806-177 General Anatomy & Physiology*	4
<b>Semester Total</b>	<b>16</b>

#### Second Semester

Course Title	Credits
543-105 Nursing Health Alterations	3
543-106 Nursing Health Promotion	3
543-107 Nursing Clinical Care Across the Lifespan	2
543-108 Nursing: Introduction to Clinical Management	2
801-195 Written Communications	3
801-198 Speech	3
<b>Semester Total</b>	<b>16</b>

\*General Anatomy and Physiology (806-177) is required prior to entry into the Nursing Program.

Please note: Semester I (543-102) Nursing Skills is a 3 credit course that requires your presence in class for 6 hours per week on **one** day.

# NURSING PRE-ADMISSION EXAM FACT SHEET

## Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute (ATI)

**Upcoming Computerized Exams: (TEAS V version) 18 seats available per session**

<u>Date</u>	<u>Time</u>	<u>Registration Window</u>
Wednesday, February 8, 2012	8:00 a.m.	January 3 – January 27, 2012
Wednesday, March 7, 2012	8:00 a.m.	February 1 – February 24, 2012
Wednesday, April 18, 2012	8:00 a.m.	March 12 – April 6, 2012
Wednesday, May 16, 2012	8:00 a.m.	April 9 – May 4, 2012
Wednesday, June 13, 2012	8:00 a.m.	May 7 – June 1, 2012
Wednesday, July 18, 2012	8:00 a.m.	June 11 – July 6, 2012
Wednesday, September 19, 2012	8:00 a.m.	August 6 – September 7, 2012
Wednesday, October 17, 2012	8:00 a.m.	September 10 – October 5, 2012

**Location for all exams: Academic Resource Center, Room 200, 400 Seventh Street North, La Crosse, WI**

### **How do I register for the TEAS V exam?**

All individuals preparing to take the TEAS V exam must create an ATI account. You create an account by going to ATI's website at [www.atitesting.com](http://www.atitesting.com) and click on create a new account then follow the screen prompts. Click on [How to Register for the TEAS V](#) for step-by-step information. You only need to register once. You will need your ATI username and password to take the online test. **Please bring this information with you to the testing location.**

### **How much does the computerized TEAS V exam cost?**

The test costs \$65.00 and there are **no refunds**. (The cost of the exam is subject to change.)

### **What should I bring to the exam session?**

- A printed copy of your "Exam Confirmation"
- Bring one photo ID
- Bring 2 or more #2 pencils
- **NO CALCULATORS**

*It is important that you arrive at least 10 minutes prior to exam time. The testing session starts promptly with 15-20 minutes of pre-test instructions and registration information and students cannot be admitted once the session starts.*

Subject to change without notice.

**Can I prepare for the TEAS V exam?**

The following items are available for purchase at [http://www.atitesting.com/ati\\_store/TEAS-Products.aspx](http://www.atitesting.com/ati_store/TEAS-Products.aspx):

- TEAS V Study Package – Study Manual and Online Practice (Form A and B)
- TEAS V Study Manual
- TEAS V Online Practice Assessment Form A
- TEAS V Online Practice Assessment Form B

**What if I have a disability?**

If you have a disability as defined by the Americans with Disabilities Act ([www.ada.gov](http://www.ada.gov)) you may qualify for specific testing accommodations. You are able to extend the testing time by 1 ½ - 2 times the normal testing. Contact Kristina Puent, Western Technical College, Disability Services Specialist at (608) 785-9875 or [puentk@westernnc.edu](mailto:puentk@westernnc.edu).

**Who receives the exam scores and how do I know if I passed?**

You can access your exam score immediately from your testing account. You will need to print your results immediately following the test and give the copy to an Enrollment Services Advisor in the Welcome Center. The Enrollment Services Advisor will direct you to your next step.

**Can I repeat the TEAS V Exam?**

Any individual wishing to retake the ATI TEAS V is required to wait a minimum of three months before being eligible to repeat the exam. You can retest as often as you would like but will be charged the full price for every exam you take.

**Overview of the TEAS V Exam**

The TEAS V measures basic essential skills in the academic content area of reading, mathematics, science and English language usage.

Time limit is 209 minutes. Four-option multiple-choice with 170 total questions.

Reading is 58 minutes with 34 questions

Mathematics is 51 minutes with 34 questions

Science is 66 minutes with 54 questions

English and Language Usage is 34 minutes with 34 questions

## Frequently Asked Questions

1. **What happens if there is something on my background check?**

First of all, it is very important that you be honest when completing the background check form. Some facilities may automatically refuse a student who is perceived to be less than truthful. Many programs require placement at multiple clinical sites. If a student has a positive background check (meaning that there is something in your background), two clinical sites will be contacted to determine the likelihood of accepting you for a clinical experience. You will be contacted regarding the response of the clinical sites so that you can make a decision as to whether or not to enter the program. Results of the inquiry to the clinical site is not a guarantee of being able to place you at every clinical site but will give you an indication of the likelihood of being able to be placed at some clinical site. It does not guarantee what will actually happen once you are in the program.

2. **Where can I go to get certified in CPR?**

First of all, be very careful that you are signing up for the correct course. You need to complete **American Heart Association Basic Life Support for the Healthcare Provider** (Western catalog number 47-531419). Click on [CPR BLS Healthcare Provider courses](#) to view those being offered at Western. You may want to contact local hospitals/clinics for their offerings.

3. **I didn't get in for next fall, do I really have to wait a year to get in?**

Yes and no. If another student would not be able to start at their assigned time, we would contact the next applicant on the list. For this reason, it is VERY important that Western has your most current address and phone number so that we are able to contact you.

If you don't get in to the program, you are strongly encouraged to complete your general studies prior to entering the program.

4. **I didn't get in for next fall, is there anything I have to do in order to keep my application current?**

Yes, students are required to submit updated TB results, maintain CPR certification and repeat the criminal background check if there has been a change.

5. **I've been accepted for a certain semester, but for whatever reason, I can't start.**

If you are unable to begin the program on the assigned start date, you will need to re-submit the Intent to Enroll form and schedule another appointment. You will be assigned a later start date upon resubmission of the Intent to Enroll form.

6. **I've changed my mind about entering the program and want to enter a different Health and Public Safety Division program. What do I do?**

If you change your mind on which program you would like to enter, complete a change of program form (available from Enrollment Services in the Welcome Center or click on link [Re-Entry/Change of Program form](#)). The good news is that if you are interested in another Health and Public Safety Division program many of the admission requirements (e.g. background check, immunization, etc) are applicable for other programs. However, you will be required to complete an online program overview session specific for the program as well as the Intent to Enroll Form.

7. **I've taken some courses at a different college. Do I have to retake them?**

Most students receive some credit for the courses that they have taken previously. Students who have previous college coursework should complete a Transfer Credit Evaluation form (available from the Registrar Office or under Transfer Forms at <http://www.westerntc.edu/transfer>.) You will be notified if the other college credits will be placed on your Western transcripts.

8. **What if I'm trying to decide between more than one program?**

Counselors and Enrollment Services Advisors at Western are available to discuss career planning with you.

9. **Who do I contact if I have questions?**

Questions related to career decisions:

Contact a counselor through Student Services: 608-785-9553

Questions on program advising/admission status:

Contact an Enrollment Services Advisor through email and include your name, ID # or birth date and your specific question to:

Sandy Peterson	<a href="mailto:PetersonS@westerntc.edu">PetersonS@westerntc.edu</a>	608-785-9207
Debbie Kaiser	<a href="mailto:KaiserD@westerntc.edu">KaiserD@westerntc.edu</a>	608-785-9078
Stacey Nelson	<a href="mailto:NelsonS@westerntc.edu">NelsonS@westerntc.edu</a>	608-785-9842

**Last thoughts:**

- You are responsible to make sure that you keep your contact information (address/phone number) current. Contact Enrollment Services to let the College know of any changes or update your information on your MyWestern student account.
- In order to assure that you are up-to-date on all clinical requirements from the beginning of the fall semester through the end of the spring semester, **it is required that your health records are current for the entire academic school year (August through May).** So, in order to attend clinical it is required that all requirements are current and recorded at the Welcome Center Office by July 1<sup>st</sup> for all current Nursing students.
- Pay close attention to the deadlines for completing admission requirements for the program. The CPR requirement takes the most time to complete (and classes fill quickly!). If you have not completed CPR, then your first order of business should be to find a CPR class and get signed up. The second most time sensitive admission requirement is immunizations. Start working on completing the form immediately.
- Students in a health or public safety program are required to have a C grade or better in the general studies and program courses. Students who have less than a C grade in General Anatomy and Physiology are required to participate in remedial work designed to assist in successful completion when they repeat the course. Please see the student handbook for more information on College and Division policies. The Student Handbook is on our website at <http://www.westerntc.edu/currentstudents/>.
- Health and Safety Training - Students are REQUIRED to complete an **online** ANNUAL Health and Safety Orientation with accompanying test as a condition of participation in clinical activities.
- E-mail: Western e-mail accounts are the official method of communication with students.  
Subject to change without notice.

- It is your responsibility to submit updates/renewals of immunization/TB tests and CPR to Enrollment Services located in the Welcome Center so the documentation can be entered into your official student health record here at Western. It is strongly recommended that you **maintain a copy** of all forms/verifications for your own personal record.
- **Student Accident Insurance**: All students involved in a clinical course as part of their program will be automatically enrolled in Western Technical College's Accident Only Insurance Plan.

This insurance covers injuries that you may incur on the way *to or from* any clinical experience, and any injury that you may sustain *at the clinical site while performing your clinical duties as a Western Technical College student*. This insurance ONLY covers you for injuries related to these student experiences; your choice of insurance for other portions of your life remains your responsibility. This insurance is considered a secondary insurance to any primary insurance you may have. There is no deductible for this coverage at this time. Once you are enrolled in your clinical course, your instructor will provide further information and details on how to obtain your insurance card. Answers to questions can be found at this [website](#).

- **Body Art or Piercing**: In the Health and Public Safety Division, you may display no **Body Art or Piercing** that might be considered offensive. Most employment settings have policies that are generally broad, however they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.

If you have significant visible body art and piercings, we are unable to guarantee that you will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.