Wallace State Community College – Hanceville, AL
Nursing Application Instructions

STEP 1   Thoroughly read all instructions before submitting the online nursing application. Applications are open March 15th – May 15th for Fall semester and July 1st – October 1st for Spring semester.

STEP 2   Apply to the current term at Wallace State Community College. You will receive a student number that begins with an "A." Applicant must have an "active" student ID to access the nursing online application. **If you experience any log-in issues, contact Lion Central at 256-352-8238 or IT Helpdesk at 256-352-7879 or helpdesk@wallacestate.edu.**

STEP 3   Order OFFICIAL transcripts from each college you have attended and send them to Wallace State Community College Admissions Department. An official copy of your high school transcript is required if you have not been awarded an associate degree or higher from an accredited institution. The Office of the Registrar will evaluate your transcript for transfer credit, more information is available here.

STEP 4   For your nursing application: You will need to upload unofficial transcriptions from each college you have attended - courses transferred from one college appearing on another college transcript are not accepted. You can print a Degree Works report from myWallace with the courses Wallace State has transferred in from other institutions attended. *If your Degree Works report does not show your courses, you can: wait for the Registrar's Office to process your transcripts or upload your unofficial transcripts.*

STEP 5   For your nursing application: You will need to upload documentation of your ACT score. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. If ordering your score report from ACT.org, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your ACT score and add it to your myWallace account. We will accept ACT superscores from ACT, but not manually calculated ACT superscores. ACT scores do not have an expiration date. SAT scores can be submitted and converted to an ACT score by your Success Advisor. More information about on campus testing is available here.

STEP 6   Please have the following in PDF format for upload before starting your application:
- ☐ Unofficial transcripts from all colleges attended OR a complete Degree Works Report from myWallace
- ☐ ACT score report
- ☐ Exploring Nursing information session certificate for extra admission point
- ☐ Valid healthcare certificate*, license*, or healthcare employee ID badge for extra admission points (*MANDATORY for all Mobility applicants)

STEP 7   If previously enrolled in a nursing program (other than WSCC), your previous program director must submit a Letter of Good Standing (LGS) on your behalf. LGS must be sent via email to: deborah.hoover@wallacestate.edu.

STEP 8   Additional Steps for Joint Enrollment Applicants:
- **ONLY UAB/WSCC** applicants MUST apply as a student to UAB and notify Gail Holmes, UAB Undergraduate Program Manager (email: gmholmes@uab.edu) of your intent to apply to the UAB/WSCC Joint Enrollment program. Ms. Holmes will provide instructions on the UAB portion of the nursing application. UAB Joint Enrollment is separate from Wallace State Community College's admission process.
- **ONLY ATSU/WSCC** applicants MUST apply as a student to Athens State University. Athens State University Joint Enrollment is separate from Wallace State Community College's admission process. You can email nursingadmissions@athens.edu if you have any questions.

STEP 9   Add nursingapplicant@wallacestate.edu as a safe sender. All email communications concerning applications and decisions will come from that email address and need a response within 48 hours.
          Please check your student email routinely for any application notifications.

STEP 10   Meeting minimal requirements does not guarantee acceptance. Students are selected based on their application point ranking. All applicants will be notified of acceptance or non-acceptance to the nursing program by **EMAIL within 2 weeks of application close date**. No information regarding individual admission status can be given via telephone or email. If accepted, you will receive an email with complete details regarding the required nursing orientation. Please see the dates listed below:

SAVE THE DATE – Mandatory ORIENTATION Meetings

If accepted into the Fall 2025 Nursing Program, <mark>**MANDATORY**</mark> orientation dates are listed below:

- June 23rd   Virtual TEAMS Orientation (12 pm – 4 pm)
- June 24th for NUR 112   On-Campus Orientation (8 am – 4 pm)
- June 25th for Mobility   On-Campus Orientation (8 am – 4 pm)
- TBD (before start of Fall class)   On-Campus Boot Camp (8 am – 5 pm)

There are no make-up dates for orientation, and certain items have time-specific deadlines. If you have a scheduling conflict, immediately contact nursingapplicant@wallacestate.edu for more directions.

Accepted students are required to submit to drug screenings and background checks as well as attend the mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing on the Health Division webpage. More information will be provided at orientation.

- Directions to Access Degree Works for transcripts on file at WSCC
  - Click on myWallaceState from the WSCC Homepage.
  - Login using your student number (A number) and password
  - Click Discover More button on your student dashboard, then Degree Works
  - Run the report and save to PDF for upload to your application.
    - If your DW report does not show your courses and you have ordered the official transcript sent to WSCC, you can:
      1. Wait for the Registrar's Office to process the incoming official transcript (wait time 2-6 weeks). You will need to continue to check your DW report and submit your application with the updated report before the deadline.
      2. Obtain unofficial transcripts from your former colleges and upload the reports to the online application.

- Directions to Access Test Scores on file at WSCC
  - Click on myWallaceState from the WSCC Homepage
  - Login using your student number (A number) and password
  - Click on Discover More button on your student dashboard, then Student Portal, and finally Student Profile
  - On the left-hand side of the screen, click on Prior Education and Testing
  - Testing scores will show on the right-hand side of the screen under the TESTING block.
  - Print screen to PDF for upload to the online application. Documentation must include your name and scores must be visible.

If you experience technical difficulties, please contact helpdesk@wallacestate.edu or 256-352-7879 and include:

- Your name
- Student A number
- Wallace State email address
- Description of the program/screen shot of error message.

If you have questions about transcripts, contact admissions@wallacestate.edu

If you have questions about advising, contact Lion Central at 256-352-8236 or email advising@wallacestate.edu.