

**Student Intent to Enroll Admissions Packet Checklist Form
WITC/UW Eau Claire Nursing Alliance Program**

Printed Name: _____ Phone: _____

Circle the WITC campus location you will attend the Associate Degree Nursing Program

New Richmond Rice Lake

Step One: Complete and submit this **Intent to Enroll Checklist Packet Form** and all supporting documents listed below together as one packet to the address provided. Deadline for submission:

Fall semester admission packet Deadline: **Feb 15-22**

Spring semester admission packet Deadline: **Sept 20-27**

Admission Requirements	Document to Verifying Completion	Check completed
Incomplete packets will be returned to the student		
<i>WITC Application</i>	Completed WITC Application – paper version. No fee required	
Official high school transcript or equivalent (HSED/GED) with confer date	Official high school or HSED/GED transcript in a sealed envelope	
Official in-progress/current UWEC transcript	Official UW Eau Claire transcript in a sealed envelope	
Official college transcripts for other schools attended – if applies	Official transcript in a sealed envelope	
Functional Ability <i>Disclosure</i> reviewed and signed	Signed Functional Ability <i>Disclosure</i>	
Background Check <i>Disclosure</i> reviewed and signed	Signed Caregiver Background Check <i>Disclosure</i>	
Intent to Enroll Admissions Packet Checklist Form completed and signed	Signed Intent to Enroll Admissions Packet Checklist Form	

Please read and initial the following statements verifying that you understand the statements:

_____ If I am selected, and choose not to begin the core nursing courses, my Intent to Enroll into the core-nursing program will be voided. I **MUST** re-apply to be considered for entry into the core-nursing program again.

_____ I will need to have an **acceptable** caregiver background check in order to start the core nursing courses.

_____ I must attend the **mandatory nursing orientation** held on the campus *if I am accepted into the core-nursing program* and I will receive a letter notifying me of the date and time.

_____ I understand that if I do not attend the mandatory nursing orientation, I will not be allowed to begin the core-nursing program, even though I have been accepted.

Student Signature: _____ *Initials:* _____ *Date:* _____

COMPLETE AND SUBMIT THIS CHECKLIST WITH YOUR COMPLETED MATERIALS TO THE ADDRESS BELOW:

Before mailing, make a copy for your records.

Kirsten Dieckman, ADN Program Director
WITC Rice Lake Campus, 1900 College Drive, Rice Lake, WI 54868

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Next Steps:

Step Two: Attend an Admissions Meeting

Once the complete packet is received, WITC will review it for completion and notify you to attend a WITC Admissions Meeting with a counselor. Admissions meetings are by appointment and can be scheduled by calling the Student Services Office at the campus you wish to attend. At this appointment, you will be notified of your program admissions status.

Step Three: Attend a Mandatory Orientation

Admitted students must attend a mandatory program orientation.

Step Four: Complete Program Requirements

Prior to class start you must submit completion of the following items to your program advisor:

- Complete 1 term of college-level Chemistry or 1 year of high school Chemistry with a 2.0 or better
- Complete Nursing Assistant course with a grade of 2.0 or higher
- Provide end-of-term official UW-EC transcript to verify successful completion of all in-progress courses
- Attend a mandatory orientation and complete/submit the following:
 - Background check fees (to Castle-Branch and/or Student Services for MN Caregiver if applicable)
 - Have an acceptable Wisconsin Caregiver Background Check, national Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and another state if applicable
 - Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
 - Possess current certificate of "CPR for Healthcare Providers" or the equivalent
 - Review and sign Nursing & Allied Health Division Confidentiality Statement