

# Application Instructions

**Applications will be accepted to apply to the Child Development Program on March 1<sup>st</sup> – June 1<sup>st</sup>. Applications received after June 1<sup>st</sup> will be considered on a space available basis.**

## Minimal Admission Requirements

1. Apply to WSCC 6-8 weeks prior to program deadline and be unconditionally admitted and in good standing with the College. Students must have completed all placement assessments as required by Admissions.
2. Have official college transcripts from each college previously attended sent to WSCC Admissions at least one month prior to the program deadline.

**NOTE:** It is the responsibility of each applicant to ensure that all information is on file with the Admissions Office prior to application deadline.

3. **Meet the minimal Child Development Program Admission Requirements which include:**
  - A. Attain a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
  - B. Students may apply to the program before completion of the general education courses. It is preferred that students have completed a minimum of three CHD courses with a grade of C or better to apply.
  - C. Schedule an interview with the Child Development program director prior to the semester you wish to enroll, 256-352-8383.
  - D. Submit the online health division application with all required attachments by deadline.

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **June 1st** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email or via fax. Any missing documentation may result in your application being declined.

The application must be prepared by the applicant. Mailing address, email, and phone number must be current in order to receive correspondence. Please check email periodically for application notifications. Applicants will be notified by email of your acceptance outcome. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program directly to obtain status. Log in to your Dynamic Forms account to review the application.

4. The following are **required documents** that are needed before beginning the application:
  - a. **General Education Worksheet**

- b. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The unofficial transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* If no college attended, High School transcripts are required. Save file.
- c. If submitting CLEP or AP credit, an official score report must be included.

### **How to Scan to PDF**

All documents must be named as directed above and uploaded to the online application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. \*\* Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. Download the Free Cam Scanner App to your smart phone, <https://www.camscanner.com/>
2. Set up Free Basic Account. See free tutorial: <https://www.youtube.com/watch?v=iZRalwludu8>
3. From App, select files to send.
4. Add applicant email address. Tap Send.
5. Open email from computer, rename document as directed above and upload to online application when prompted.

**Any missing documentation will result in your application being declined.**

**When all documents above are gathered, scanned, and named correctly proceed to application link below.**

### **5. Apply to the Program**

First time users will be required to “Create New Account” upon entering the online application. **To receive application notifications, use your WSCC email address and password to “create new account”.**

Example: **Using your email as username:** firstname.lastname@student.wallacestate.edu  
**PW:** !ACCS010199 (for a January 1, 1999 date of birth)

The application will time out after 45 minutes. A "Save Progress" button is accessible for your convenience. The draft is saved in My Forms. **Application is not complete until all documents are uploaded and completed application has been submitted.**

Application can be reviewed/tracked by signing into your Dynamic Forms account. A confirmation email will be sent when application has been processed.

### **6. Selection**

**Meeting Minimal Requirements Does Not Guarantee Acceptance.** Students are selected on the basis of completion of all program requirements prior to the deadline and ranked based on General Education Worksheet total.

Please check WSCC email periodically for application notifications. Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous submissions.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. [Drug Testing Policy](#) and [Background Check Policy](#) are available for viewing on the Health Division page.