

ADMISSION POINT SYSTEM

Applicants for the Welding Technology program must meet the following mandatory requirements to be evaluated for admission. The selection process will be based upon the admission criteria point system. Applicants with the *highest* total number of points based on the information contained in their application file will be finalists for the program beginning in the Fall Semester. Applicants meeting the criteria, but not selected, will be placed on a waiting list. Individuals on the waiting list may be selected if slots become available before the end of the Drop/Add period for the Fall Semester. Students not selected by the end of Drop/Add, must reapply during the next application period for the following year.

MANDATORY REQUIRMENTS OF APPLICANT REVIEW

1. Applicants must complete the Applied Welding Technology Application for Admission.
2. Applicants who have previously attended NWFSC, and have not taken classes within one (1) year of application must complete a readmission process which can be found at <http://www.nwfsc.edu/Admissions/>
3. Applicants must have a high school diploma or GED.
4. Applicants must complete a drug screening.
5. Applicants must submit official high school and official college transcripts. If you already enrolled in classes at NWFSC your transcripts should already be on file.
6. Obtain placement test scores (PERT) or SAT/ACT scores. Test scores cannot be more than two years old.
7. If *accepted* into the program, the TABE test must be completed with a score of 9 in all required areas before completing the Welding certificate.

***Students with current passing PERT/SAT/ACT scores are exempt from the TABE test.**

SCORING

Completion of FASFA -----	20
Veteran or TAA eligible student-----	20
Documented Previous Welding Experience-----	20
Successful Passing/Completion of Drug Test-----	20
Orientation Attendance-----	10
Documented Visit with a JobsPlus center-----	10
Total-----	100

***Applicants with the highest point totals will be admitted first.**

*** In the event of a tie acceptance into the Welding program will be based upon Okaloosa/Walton Residency and/or date of application.**

ADMISSION CHECKLIST

Application forms must be completed on or before June 12, 2014. The applicant is responsible for providing all required information listed below prior to the deadline. All applicants will be notified of their status in the program via their school email. If you have any questions concerning the Welding Technology Program or the admission procedure please contact Brianna Gray at (850) 729- 5221 or email: grayb2@nwfsc.edu

- 1. Complete NWFSC Online Application and Residency forms for Admission to Northwest Florida State College's Applied Welding Technologies program.** Applications are available online at the NWFSC website at www.nwfsc.edu.
- 2. Submit Transcripts.** Submit the following transcripts to the NWFSC Admissions Office by the application deadline:
 - Official high school transcript or GED diploma or score report
 - Official transcripts from all other postsecondary institutions attended including CLEP, AP, IB transcripts***Note: If you are currently taking classes at NWFSC, your transcripts should already be on file.**
- 3. Obtain placement test scores (PERT) or SAT/ACT scores.** Test scores cannot be more than two years old
- 4. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov**
 - a. School Code 001510
- 5. Attend Welding program orientation.** Orientation Attendance will give students 10 points towards their admissions points. Please check with Brianna Gray and/or the welding website to confirm scheduled orientation dates. <http://www.nwfsc.edu/AdvTechDesign/Welding-Applied-Technologies.cfm>
- 6. Submit previous welding experience documentation. Documentation can include the following:**
 - a. Letter of recommendation from previous employer
 - b. Official high school or post-secondary transcripts

7. **Visit a JobsPlus center-** Jobsplus One-Stop Career Centers can help student's identify if they qualify for any financial assistance. Students need to provide a document on letterhead from the center they visited. This document should include the date of the visit and the students' full name. For more information please contact a local JobsPlus center.

<http://www.jobsplusonestop.com/index.html>

8. **Submit results of a recent drug screening showing you are drug and alcohol free.**

Substance Use and/or Abuse:

- Substance abuse is inconsistent with the ethics of the Applied Welding Program and Northwest Florida State College.
- Substance use/abuse adversely affects cognitive, sensory, affective and psychomotor behaviors which can be life threatening to self and others.
- You will be asked to submit to drug screening as a component of the admission or readmission procedure.
- You may be asked by the Welding Program or Northwest Florida State College, to submit to individual, group and/or random drug screening at any time. The College reserves the right to determine the agency to conduct the drug screening.
- You are responsible for drug screening costs for initial admission screening, readmission screening, or for-cause individual screening.
- Refusal to comply with requested screening within the time frame directed will result in dismissal from the Welding Program.

“NWFSC is alcohol and drug free in accordance with Public Law 100-690, The Anti-Drug Abuse Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property. This policy applies to employees, students, and visitors.” Any violation of this policy the individual may be subject to disciplinary action” (NWFSC Catalog, Student Handbook section, Substance Abuse section).

Drug Use/Abuse

Once admitted, you must remain drug-free throughout your tenure in this program. Failure to do so shall be grounds for dismissal from the program. You are required to be drug and/or alcohol free when reporting to school and while at affiliating agencies (including parking lots and grounds).

If there is reasonable suspicion that you may be impaired or are using or have used illegal drugs and/or alcohol, you may be tested in accordance with the affiliating agency's policies. Prior to being assigned to an affiliating agency, you will sign consent to allow the affiliating agency to release any drug testing results to the College. If tested by an affiliating agency, you will provide the Program Director with a copy of any test results. Failure to promptly do so shall be grounds

for your dismissal from the program. A positive drug or alcohol test result shall also be grounds for your dismissal from the program.

Please see the instructions below for the drug testing.

StudentCheck

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR DRUG SCREEN

Northwest Florida State College Welding Technologies

In association with our education program drug screening is required on incoming students. You will be required to order your drug screen in sufficient time for it to be reviewed by the school and/or hospital. A drug screen typically takes 3 days to complete, however its delivery to your school and/or clinical site can be impacted by a variety of factors.

Go to www.mystudentcheck.com , and select your School and Program from the drop down menus for both School and Program. It is important that you select your school worded as **Northwest Florida State College - Welding - Drug Screen Only - Welding**.

Complete all required fields as prompted. For your records, you will be provided a receipt and confirmation page of your order placed through PreCheck, Inc. **Texas** residents will pay **\$49.80** and **New Mexico** residents will pay **\$49.34**. Residents in **all other states** will pay **\$46.00**. For your records, you will be provided a receipt and confirmation page of your order placed through PreCheck, Inc.

Drug Screening:

You must first pre-register for a drug screening.

- If you pay by credit card, the link to the instructions for pre-registration will be provided at the confirmation page after you complete your order.
- If you are paying by money order, you will be emailed instructions to obtain your drug screen once payment has been received.

Note on Drug Screen Collection Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug screen at the time frame required by the school. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.

Frequently Asked Questions

- How long does the drug screen take to complete? Most results are returned within 3 business days, but delivery to your school and/or clinical site can be affected by many factors.
- Do I get a copy of the results? Results are not always returned to PreCheck, and sometimes a school may designate that results be returned directly to them, or to the clinical site. If you wish to receive a copy you may contact us at StudentCheck@PreCheck.com and we will determine if we have results on file. We will need your name as provided on your drug screen order, the last four digits of your SSN, and also the School and Program for which you underwent the screening.

9. ONCE ACCEPTED

Take the TABE (Test of Adult Basic Education) at the Testing Center at the NWFSC Niceville Campus. Be sure to inform the test administrator that you are applying for entry into the welding program. **If using PERT/SAT/ACT in place of TABE scores student must provide score reports to the Admissions and Records Office. To schedule a test refer to the information on the NWFSC website at <http://www.nwfsc.edu/testing/> or contact the Testing Center at (850) 729-6016.**

Passing Test Scores			
ACT	TABE	PERT	SAT
English-17	Writing-9	Writing-99	Verbal-440
Reading-18	Language-9	Reading-104	Math-440
Math-19	Math-9	Math-113	

*The TABE is required by the Florida Department of Vocational Education. It must be completed with a score of at least 9 in Mathematics, 9 in Reading and 9 in Language before a student is eligible for graduation.