



July 30, 2021

Candida C. DePhilippo
230 River Road
Windham, ME 04062

Student ID number: 8064704

Dear Candida:

Congratulations! Washington County Community College is proud to inform you that you have been accepted into the fall 2021 - 2022 Human Services program. The WCCC staff and faculty are prepared to assist you as you pursue your educational goals.

We are pleased you have chosen WCCC and are excited you are interested in becoming part of our institution. Being accepted to WCCC is the first step in the enrollment process. *Please be sure to give us a call if you need any assistance or have any questions along the way!*

It is important you know that in order to reserve your slot in your chosen program it is necessary you submit a \$75.00 admission deposit. Once this deposit is received, your place in the program is **confirmed**. Due to capacity limits in some high demand programs, student's seats will be held based on the date of admissions deposit receipt. An Admission Deposit Form is enclosed for your convenience. Please complete this form and submit it with your deposit to the WCCC Business Office.

As an accepted student, you now have access to MyWCCC, Brightspace, and Office 365. MyWCCC is your student portal, Brightspace is the online learning platform, and Office 365 includes your student email and Office products such as Word and Excel. Information on logging in and technical support is listed below.

- You can start the process of logging in by visiting www.wccc.me.edu and clicking MYWCCC in the top right of the screen.
- Your username is your first name, middle initial, and last name together with no spaces. (example: adamjsmith)
- Your initial password is Wc followed by your date of birth. (example: Wc01251990) This initial password is case sensitive, so please capitalize the W and do not capitalize the c. There should be no dashes in your date of birth.
- The Student Guide to Technology, a helpful tool that will walk you through the log in process, can be found online at www.wccc.me.edu/tech.
- If you have questions or need assistance accessing your MyWCCC or your WCCC email, please contact Information Technology at (207) 454-1076 or IThelpdesk@wccc.me.edu

Your decision to continue your education and acquire new skills is a significant one. When you enter WCCC's doors, you will find a college that encourages and supports your success. We applaud you on your decision to attend WCCC and look forward to having you join our WCCC community.

Sincerely,

Nichole S. Cote
Associate Dean of Student Affairs & Retention

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DISCOVER CHOICES – CREATE SUCCESS

Attention: Important Admission Requirements – DO NOT DISREGARD

The forms for the following required information may be found at the campus website www.wccc.me.edu, by hovering over the *Admissions & Aid* Tab then selecting *Admission Forms & Documents* from the dropdown menu. Should you need forms mailed, please contact the WCCC Admissions Office as soon as possible.

COMPLETE: ✓

1. **Placement Test** - ✓ English ✓ Math Placement Test are no longer required for admission to WCCC. If you have placement scores (PSAT, SAT, ACT, Accuplacer) please have your counselor send us a copy. If you do not have placement scores, WCCC will determine placement based on academic record. Please tour our campus virtually by visiting www.wccc.me.edu/campustour.

COMPLETE: _____

2. **Admission Deposit \$75.00** - ✓ Form _____ Deposit Due to limited space in programs, it is strongly recommended that you submit a \$75.00 Admissions Deposit within 30 days of receipt of this letter to reserve your seat. This deposit is credited toward your upcoming semester charges and is not an additional fee. Should you decide not to attend WCCC, this deposit can be refunded up to 120 days prior to semester start date.

COMPLETE: N/A

3. **Campus Housing Application and Deposit** – WCCC offers apartment-style housing with each unit housing 5 students. To reserve your space in housing, you are **required** to submit a Housing Application and Questionnaire with a \$150.00 security deposit.

COMPLETE: _____

4. **Immunization History Form** – The Immunization form, which is a federal requirement, must be completed either by your healthcare provider and/or school health records **before the start date of your program**.

Required information before your courses can be scheduled should include:

Diphtheria/Tetanus vaccine within the last 10 years

Two (2) doses of the Measles, Mumps and Rubella immunizations

Meningococcal & COVID-19 immunizations (if residing in resident housing)

COMPLETE: ✓

5. **Request for Final Academic Records** – If you are a senior in high school, please request that your guidance office forward your **high school transcript directly to WCCC**. If you are not a recent high school graduate, then your final high school transcript should have been submitted with your application. If you have attended college before, please also submit an official copy of all college transcripts.

COMPLETE: N/A

6. **Other:** _____

7. **Questions** - Should you have questions regarding any of this or other information, please feel free to call 207 454-1000 or 1-800-210-6932 and we will gladly direct your call to the proper person.

✓: Requirement complete

N/A: Non applicable

Non-Discrimination Policy: Washington County Community College is an equal opportunity/affirmative action institution and employer.

For more information; please call Tatiana Osmond, Affirmative Action Officer, at 207-454-1094.

Immunization History

Last Name: _____ First Name: _____ M.I.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile Phone: _____ Program of Study: _____ Starting Date: _____

Cell phone carrier: ☐ US Cellular ☐ Verizon ☐ AT & T ☐ Tracfone ☐ Other _____ Text Updates: ☐ Yes ☐ No

Email address: _____ Social Security #: _____ Date of Birth: _____

In order for you to attend classes at Washington County Community College, you must complete this form and return it **BEFORE YOU CAN BE REGISTERED FOR CLASSES**. Submit the completed form to Enrollment Services.

Maine state law requires that all entering students furnish proof of immunization against measles, mumps, rubella, and diphtheria /tetanus. Students shall have a physician, nurse or other healthcare professional complete and sign this form or present a copy of an immunization certificate in its place. The certificate must contain the dates immunizations were given as well as the signature of the healthcare professional. **Students born before January 1, 1957 are exempt from the proof for measles, mumps, and rubella.**

TO BE FILLED OUT AND SIGNED BY HEALTHCARE PROFESSIONAL

Required for All Students: Dose #1 Dose #2

MEASLES _/_/_ _/_/_ (RUBEOLA) Two doses of measles vaccine administered after the student was 1 year old **OR** results of a TITER test showing immunity. Any child who was immunized prior to January 1, 1968, with inactivated measles vaccine (Pfizer/Measles K) must be re-immunized.

MUMPS _/_/_ _/_/_ Two doses of mumps vaccine administered after the student was 1 year old **OR** results of a TITER test showing immunity.

RUBELLA _/_/_ _/_/_ (GERMAN MEASLES) Two doses of Rubella vaccine administered after the student was 1 year old and after January 1, 1969 **OR** results of a TITER test showing immunity.

DT, DTP, Tdap, or TD _/_/_ (DIPHTHERIA/TETANUS) Within the last ten years prior to enrollment and by the tenth Anniversary date while enrolled.

Required for Student Housing Residents Only:

MENINGOCOCCAL _/_/_ _/_/_ (MENINGITIS) Two doses for adolescents 11 through 18 years of age: the first dose at 11 or 13 years of age, with a booster dose between ages 16 and 18. If the first dose is given after the 16th birthday, a booster is not needed.

COVID-19 A copy of the completed vaccination card must be submitted. Students requesting to live in student housing must be fully vaccinated prior to move-in. In general, people are considered fully vaccinated two weeks after their second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Requirements for Health Programs Only: Not being in compliance prior to enrollment could adversely impact your clinical placement.

INFLUENZA VACCINATION _/_/_ Annually

HEPATITIS B _/_/_ _/_/_ _/_/_ Series of three required for students enrolled in medical assisting or phlebotomy programs.

VARICELLA _/_/_ _/_/_ (CHICKENPOX) Two doses required of students in medical assisting & phlebotomy programs or results of a TITER test showing immunity.

PURE PROTEIN DERIVATIVE _/_/_ _/_/_ (TUBERCULOSIS) Two-step testing process required of students in medical assisting & phlebotomy programs **within 1 year of beginning clinical and annually while enrolled**

2-Step ☐ positive ☐ negative **in an allied health program.**

Student Signature: _____ Date: _____

Healthcare Professional Signature & Title: _____ Date: _____

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