Guidelines for Completing Immunization Record

**IMPORTANT** – The immunization requirements must be met; or according to NC law, you will be withdrawn from classes without credit.

**Step 1 – Collect your immunization history**

You may use the attached Immunization Record Form to document your immunization history. Please enter as much of your immunization information as possible. This form will require a signature or clinic stamp from your physician or health department.

**OR**

Other acceptable records of your immunizations may be obtained from the following:

- North Carolina High School Records – These may contain some, but not all of your immunization information. High school transcripts from other states are not considered acceptable documentation per NC Branch of Immunization Requirements.
- Previous College or University – **Your immunization records do not transfer automatically. You must request a copy.**
- Personal Shot Records – Must be verified by a doctor’s signature or by a clinic or health department stamp.
- Local Health Department
- Military Records or WHO (World Health Organization) Documents – These records may not contain all of the required immunizations.

Please note: A North Carolina NC WISE report or a Student Permanent Health Record meets the requirements for admission to school (including public or private schools, colleges and universities in North Carolina).

Be certain that your Name, Date of Birth, and student ID Number along with the name and address of the physician or local health department administering the required immunizations appear on each sheet and that all forms are mailed together. The records must be in black ink and the dates of vaccine administration must include the month, day and the year. Please Keep a Copy for Your Records.

**Step 2 – Determine your specific immunization requirements**

The following information is provided for your convenience to aid in determining your individual immunization requirements based upon North Carolina State Law and may differ based upon your date of birth and age.

### SECTION A:

<table>
<thead>
<tr>
<th>Vaccine Required</th>
<th>DTP or Dtd</th>
<th>Polio</th>
<th>Measles</th>
<th>Mumps</th>
<th>Rubella</th>
<th>Hepatitis B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doses Required</td>
<td>3</td>
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<td>2</td>
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<td>DTP (Diphtheria, Tetanus, Pertussis), DTap (Diphtheria, Tetanus, acellular Pertussis), Td (Tetanus, Diphtheria), Tdap (Tetanus, Diphtheria, Pertussis): 3 doses of tetanus/diphtheria toxoid of which one must have been within the past 10 years. Those individuals enrolling in college or university for the first time on or after July 1, 2008 must have had three doses of tetanus/diphtheria toxoid and a booster dose of tetanus/diphtheria/pertussis vaccine if a tetanus/diphtheria toxoid or tetanus/diphtheria/pertussis vaccine has not been administered within the past 10 years.</td>
<td>An individual attending school who has attained his or her 18th birthday is not required to receive polio vaccine.</td>
<td>Measles vaccines are not required if any of the following occur: Diagnoses of disease prior to January 1, 1994; An individual who has been documented by serological testing to have a protective antibody titer against measles; or An individual born prior to 1957. An individual who enrolled in college or university for the first time before July 1, 1994 is not required to have a second dose of measles vaccine.</td>
<td>Mumps vaccine is not required if any of the following occur: An individual who has been documented by serological testing to have a protective antibody titer against mumps; An individual born prior to 1957; or Enrolled in college or university for the first time before July 1, 1994. An individual entering college or university prior to July 1, 2008 is not required to receive a second dose of mumps vaccine.</td>
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**SECTION B:**

These vaccines are **RECOMMENDED.** Some may be required by certain departments. Consult your college or department for specific requirements.

- Meningococcal
  - North Carolina House Bill 825 requires public and private institutions with on-campus residents to provide information about meningococcal disease.
- Hepatitis B or **Required if born 7/1/94 or after**
- Hepatitis A/B
- Human Papillomavirus
  - HPV recommended for females ages 11 – 26
- Varicella
  - (chicken pox) series of two doses or immunity by positive blood titer
- TB (PPD) Skin Test
  - **Required for International Students.** May be required by certain academic programs or for students who have recently traveled abroad
- Influenza
  - Offered yearly, seasonally
- Pneumococcal

**SECTION C:**

These vaccines are **OPTIONAL.**

Step 3 – Please send your complete information to the Student Health Services.

WCU Health Services, 108 Bird Lane, Cullowhee NC 28723  
Fax: 828-227-7801  Phone: 828-227-7640

**Important Note:** You must have complete immunization information before registering for your class schedule.