

*"Imagine Possibilities"*



# El Centro College

## Vocational Nursing

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The El Centro College Vocational Nursing program is a 51-credit hour curriculum leading to a certificate of completion. A graduate of the program is eligible to take the NCLEX-PN examination to become a Licensed Vocational Nurse (LVN) within the guidelines set by the Texas Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, (Telephone: 404-975-5000, FAX: 404-975-5020) and approved by the Texas Board of Nursing, 333 Guadalupe Street, Suite 3-460, Austin, TX 78701.

**NOTE: An FBI background check and fingerprinting is required for registration and formal entrance to the program and is conducted after a student has applied and been accepted to the program.**

Acceptance to the Vocational Nursing program is via **competitive ranking process for selection based on a point award system for designated criteria.**

**This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understood the policies and procedures for application and acceptance to the program.**

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#### EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

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### ***APPLICATION REQUIREMENTS TO THE VOCATIONAL NURSING PROGRAM***

Application to the Vocational Nursing Program requires the following steps:

- Graduation from high school or earn the General Education Diploma (GED).
- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Completion of Texas Success Initiative (TSI) requirements as necessary.
- Completion of the three program prerequisite courses with a minimum cumulative grade point average of 3.00 or higher on those specific courses.
- Attendance at a Vocational Nursing program information session.
- Completion of designated sections of the HESI A<sup>2</sup> Test with a minimum score of 70% on each of the required sections.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

**A. *High School Graduation or GED Certificate***

Applicants to the Vocational Nursing program must have previously graduated from high school or have completed the General Education Diploma (GED). Documentation of this requirement must be submitted with the application materials to the Vocational Nursing program.

**B. *General Admission Requirements to the College***

Applicants to the Vocational Nursing program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program.

**C. *Texas Success Initiative (TSI) Requirements***

The Texas Success Initiative (formerly TASP) is an assessment strategy in Texas public colleges and universities to evaluate a student's reading, writing, and math skills for registration advisement and placement into college-level courses. Students should consult the college counseling office to determine their TSI status and testing advisement as necessary prior to application to the Vocational Nursing program. For more information regarding TSI, please consult the official college catalog.

**Potential applicants to the Vocational Nursing program must meet TSI requirements in order to apply to the program. If TSI testing indicates that developmental courses in reading, writing, and/or math are required to satisfy TSI requirements, the applicant must complete that remediation *before* applying to the Vocational Nursing program.**

***Initial Advisement***

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program. ***NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.***

**D. *Program Information Sessions***

Potential applicants are required to attend a Vocational Nursing information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro campus. No reservation is necessary to attend. The Information Session schedule for the current semester is available online at [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions) and in the El Centro College Health Occupations Admissions Office (Room P-101) in the Paramount Building located at 301 North Market Street.

**E. Program Prerequisite Courses**

Applicants must complete the following three (3) prerequisite courses with a minimum cumulative grade point average of 3.00 or higher to submit an application to the Vocational Nursing program:

		<u>Credit Hrs.</u>
SCIT 1407*	Applied Human Anatomy & Physiology I <b><i>OR</i></b>	4
BIOL 2401	Anatomy & Physiology I	
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communications <b><i>OR</i></b>	
SPCH 1315	Fundamentals of Public Speaking	<u>3</u>
		10

\* Science courses including SCIT 1407 and BIOL 2401 must be completed less than 5 years prior to program application. SCIT 1407 is not offered at Richland College. BIOL 1406 is the prerequisite for BIOL 2401. NOTE: SCIT 1407/1408 may not transfer to four-year universities.

Applicants must also achieve a cumulative GPA of 2.00 or better on a 4.00 system on all previous college coursework to be eligible for program application. Developmental course grades are not included in the cumulative GPA calculation.

**F. Evaluation of Previous Coursework**

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to the application deadline for their program of choice if possible. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement purposes.

These evaluations are usually completed within 10-14 working days. The evaluation process is not completed during individual appointments or on an “as you wait” basis. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.**

*The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

Five-Year Time Limit on Science coursework

All science coursework (anatomy/physiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request.

**NOTE:** In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is included with the **Request for Educational Plan** guidelines at the following link:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions).

Coursework from Foreign Universities

**Only courses such as anatomy/physiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered.** Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the following link:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. A letter grade is not awarded for “AP” credit.

**NOTE: An applicant to the Vocational Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the three prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.**

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**G. HESI A<sup>2</sup> Test**

The HESI A<sup>2</sup> test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the five prerequisites courses, applicants to the Vocational Nursing program must also earn **a minimum score of 70 or higher** on the following sections of the HESI A<sup>2</sup> test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology**. Students must also complete the Learning Styles and Personality Profile sections and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

Please note the following important information regarding the HESI A<sup>2</sup>:

- Test scores are valid for **two years** from the date of testing.
- Applicants may take the HESI A<sup>2</sup> at any approved testing site including the assessment centers at El Centro and Northlake College campuses. The approximate cost of the HESI test at DCCCD campuses is \$35.00.

- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting all of their score sheet(s) with their nursing application materials.**
- HESI A<sup>2</sup> testing appointments at the El Centro campus fill quickly. Applicants are encouraged to schedule their HESI A<sup>2</sup> several weeks prior to an application filing deadline.
- The **HESI A<sup>2</sup> Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses.
- A **HESI A<sup>2</sup> Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A<sup>2</sup> test for application to the Vocational Nursing Program.** An applicant may retest on any section or sections of the test on which they did not achieve the minimum score. Before the retest, the applicant is encouraged to review the study guide and/or enroll in the HESI A<sup>2</sup> prep course to prepare for the retest opportunity. HESI score sheets from all testing attempts must be submitted with the nursing application packet. **The highest score earned (above the required minimum score of 70) on each section of the HESI A<sup>2</sup> will be the score of record.**

More information on the HESI A<sup>2</sup> and the referral form to take the HESI A<sup>2</sup> at the El Centro campus is available at [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions).

#### **H. Vocational Nursing Application Packet Submission**

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline.

**Application packets with incomplete materials will be disqualified and will be returned to the applicant.**

The Vocational Nursing program application packet must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed **Vocational Nursing Program Application form and the signed Statement of Student's Responsibility form** (both available only at the program information session).
2. **Documentation of meeting TSI requirements or, if TSI exempt, minimum reading and writing placement test scores** on an official transcript or a score sheet from the El Centro Assessment Center.
3. **One official transcript from every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**
  - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.

- *Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the Vocational Nursing application packet materials even though the transcripts may have been previously submitted to a DCCCD Registrar's Office.*

**IMPORTANT NOTE:** Another complete set of official transcripts should also be submitted to the El Centro College Registrar's Office if not submitted previously to another DCCCD campus.

- **Transcript photocopies issued to the student or issued by a registrar's office are not acceptable as official transcripts.** Grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
- **If a college or university only releases transcripts directly to another college, the applicant is solely responsible for ensuring that the transcripts are mailed to the Health Occupations Admissions Office and they must be received before an application filing deadline. Documentation such as a copy of the transcript order form indicating the date the transcript was requested must be included with the application packet materials.**

**The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.**

- If a student is enrolled in support courses toward the nursing curriculum which can be completed before the next application filing deadline, the student should not submit their application packet until the course is completed. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.

4. A **catalog course description** for each course taken outside the Dallas County Community College District which applies to the nursing curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit.

Course descriptions may be photocopies or printouts from online catalogs. The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

5. The **HESI A<sup>2</sup> score sheet(s)** indicating achievement of a **minimum score of 70 or higher on each of the five required sections and the Personality Profile and Learning Style results.**

6. The completed **Physical Examination and Immunizations Record form.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions). See also item number 5 under the General Information section on page 11 of this packet.

7. A **photocopy of the applicant's current "Healthcare Provider" level CPR card.** The expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See also item 6 under the General Information section on page 11 of this information packet.

8. Documentation of the applicant's personal healthcare insurance coverage such as a photocopied insurance card. See also item number 11 under the General Information section on page 12.

9. Applicants who have current health care related experience must present the following **documentation** to be considered for additional points in the ranking process: 1) **a photocopy of a certificate of completion**, or other credential documentation of their health care training, *and*, 2) **a letter on official letterhead signed by their current or previous supervisor** indicating dates of employment and specific details of the applicant's role/duties in directly dealing with patients in the health care facility. **Experience points will not be reviewed or confirmed prior to application to the program.** The decision on awarding an applicant additional points for patient care/healthcare experience rests solely with the Program Coordinator.
10. A photocopy of the student's high school diploma, high school transcript, or GED certificate.

**NOTE: Submitting incomplete application materials (including physical exam, immunizations, etc.) will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet.**

***I. Application Filing Period***

There is one official filing period per calendar year for entry into the Vocational Nursing program. *NOTE: Early submission of an application during a specific filing period does not influence ranking for admission.*

**Official application filing period for fall semester (late August) admission:**

**January 1 – May 31**

Notification letters are mailed by July 1<sup>st</sup>.

**Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the dropbox adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.**

**NOTE:** In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 5:00 p.m. the next regular business day.*

**To submit your application by mail, address your envelope to:**

Kollin Hodge, Vocational Nursing  
Health Occupations Admissions  
El Centro College  
801 Main Street  
Dallas TX 75202-3604

**To submit your application in person, bring your envelope to:**

Kollin Hodge, Vocational Nursing  
Health Occupations Admissions Office Room P-101  
Center for Allied Health & Nursing (Paramount Building)  
301 North Market Street  
Dallas TX 75202

**J. Selection Process**

Applicants are ranked for acceptance selection via a point award system\*. Point award totals for applicants may range from a minimum of 3 points to a maximum of 12.5 points on the designated criteria below:

<b><u>POINT AWARD CRITERIA</u></b>	<b><u>POTENTIAL POINTS PER CRITERIA</u></b>
<b>Prerequisite Course Cumulative GPA (3.00 minimum required) (ENGL 1301, SPCH 1311 or 1315, and SCIT 1407 or BIOL 2401)</b>	<b>6</b>
3.00 – 3.49	2 points
3.50 – 3.99	4 points
4.00	6 points
<b>Support Courses completed with a minimum grade of “C” (0.5 point per each course below)</b>	<b>1.5</b>
SCIT 1408 or BIOL 2402	
HPRS 1204	
HPRS 2300	
<b>HESI A<sup>2</sup> Test – Cumulative score on the five required sections (minimum score of 70 or above required on each section)</b>	<b>3</b>
450 – 500	3 points
400 – 449	2 points
350 – 399	1 point
<b>Current Health Care Related Experience – 1-2 points possible</b>	<b>2</b>
<b>Less than one year of experience = 1 point</b>	
<b>One or more years of experience = 2 points</b>	
Examples of experiences include but are not limited to those listed below:	
Certified Nurse Aide (CNA)	
Home Health Aide (HHA)	
Medical Assistant (CMA)	
Medication Aide	
EMT or Paramedic	
Pharmacy Technician	
Phlebotomist	
Psychiatric Technician	
Patient Care Technician (PCT) or Patient Care Assistant (PCA)	
Completion of a least 1 semester of a Vocational Nursing or Registered Nursing program with a grade of at least “C” in all courses.	
<b>MAXIMUM TOTAL POINTS</b>	<b>12.5</b>

\* In the event that two or more applicants with the same point total, the cumulative score on the HESI A<sup>2</sup> will be used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

#### EXAMPLE OF RANKING PROCESS

	Cumulative HESI A <sup>2</sup> Scores on all 5 sections (max 3 pts.)	Prerequisite Course GPA (max. 6 pts.)	Support Courses (0.5 pts. each)	Previous Patient Care Experience (max. 2 pts.)	Total Points (max. 12.5 pts.)	Cumulative HESI A <sup>2</sup> Scores on all 5 sections
Applicant #1	467 = 3 pts.	4.00 = 6 pts.	3 x .5 = 1.5 pts.	EMT = 2 pts.	12.5	467
Applicant #2	459 = 3 pts.	4.00 = 6 pts.	2 x .5 = 1 pt.	None = 0 pts.	10.0	459
Applicant #3	453 = 3 pts.	3.70 = 4 pts.	3 x .5 = 1.5 pts.	Med Aide = 1 pt.	9.5	453
Applicant #4	446 = 2 pts.	4.00 = 6 pts.	0 x .5 = 0 pts.	CNA = 1 pts.	9.0	446
Applicant #5	475 = 3 pts.	3.70 = 4 pts.	2 x .5 = 1 pt.	None = 0 pts.	8.0	475
Applicant #6	410 = 2 pts.	3.20 = 2 pts.	3 x .05 = 1.5 pts.	Paramedic = 2 pts.	7.5	410
Applicant #7	381 = 1 pt.	4.00 = 6 pts.	1 x .5 = 0.5 pts.	None = 0 pts.	7.5	381

You will see in the above table, the shaded columns reflect the point total calculation and the final tie breaker which is the combined NET reading and math scores.

For example, Applicant #1 has a cumulative HESI A<sup>2</sup> score of 467 on all five sections combined, has a 4.00 prerequisite GPA, completed all three of the support courses from the Vocational Nursing curriculum with a “C” or better in each, and is an Emergency Medical Technical (EMT) for a point total of 12.5. Applicants #3 and #4 only received 1 point for patient care experience because their documentation indicated only one year or less of experience. You will note that Applicants #6 and #7 have the same final point total of 7.5; however, Applicant #6 has a higher combined HESI A<sup>2</sup> score of 410 as opposed to Applicant #7’s combined HESI A<sup>2</sup> score of 381 which breaks the tie between them. Therefore, if there were six spaces in the Vocational Nursing program, Applicants 1-6 would be accepted to the program.

#### Notification Letters

Using the above process, a ranked list is generated from those applications received during the official filing period and both acceptance and non-acceptance notification letters are mailed out. A student who applies during the official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their space in the class.

Applications submitted during the official filing period are not “held over” to the next year’s official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period.

#### Late Application Guidelines

In the rare event that all individuals on the ranked points list for a specific application filing period are accepted and space still remains in that nursing class, applications may be submitted during the late application filing period below:

**Late filing for Fall semester admission (only if necessary): June 1 – July 15**

NOTE: Only applicants who are being offered a late space will be notified via email; all other late applicants will be considered in the current official filing period. *It should not be assumed that late applications will be necessary for every fall Vocational Nursing class.*



## GENERAL INFORMATION

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1. The Vocational Nursing program accepts one class of 30\* students each fall semester. The El Centro College Health and Legal Studies Division reserve the right to make changes in program enrollment capacity.  
  
\* Subject to change at the discretion of the El Centro College Health and Legal Studies Division.
2. The Vocational Nursing courses are offered generally during daytime hours. Vocational Nursing courses are completed in two, 16-week academic semesters (one fall and one spring semester) and two, 5-week summer semesters. Each course involves 28-35 hours of class and clinical experience per week. A student should plan to spend 2-3 hours of additional study and preparation time for each hour of class and clinical experience. The demands of the Vocational Nursing program courses suggest that a student may not be able to work full-time while enrolled in the program.
3. The Vocational Nursing program's clinical experience requires that students be physically able to care for sick patients. This involves lifting, moving, bathing, and transferring patients into and out of bed. Students will be exposed to patients with infectious diseases.
4. Students are encouraged to take the required general education support courses (SCIT 1408, HPRS 1204, and HPRS 2300) prior to entrance into the Vocational Nursing program, particularly if the student works or has significant family responsibilities. Many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.
5. All nursing applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials. Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student must retain a copy of these documents for their personal records.** The Physical Examination Form and immunization requirements guidelines are available at [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions).
6. All nursing applicants must be certified in cardiopulmonary resuscitation (CPR) at the "Healthcare Provider" level as designated by the American Heart Association. **A copy of the CPR card is submitted with nursing application materials.** CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, hospitals, independent instructors, etc. **Online CPR certification classes are not valid for application to health occupations programs.**
7. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. **A Social Security number is required to take the NLCEX-PN licensure examination.**
8. Many of the nursing prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://dte.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.

9. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted *after* a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

**NOTE:** *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

More information regarding the Criminal Background Check and Drug Screening procedure is found at [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions).

10. Potential applicants to the Vocational Nursing Program must be familiar with the licensure eligibility guidelines set forth by the Board of Nurse Examiners for the State of Texas. Those guidelines are available as a handout in program information sessions.
11. All students enrolled in the Vocational Nursing program must show proof of personal healthcare insurance. Prospective students must secure their own coverage. The insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at <https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.
12. The Dallas County Community College District charges a higher tuition rate for courses in which a student registers for the third or more times. The "Third Attempt" policy includes courses taken at any of the Dallas County Community Colleges since Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCCD "Third Attempt" policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>
13. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)

14. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experience. Clinical assignments vary from among the facilities listed below; other clinical affiliates may be assigned:

Dallas Regional Medical Center at Galloway  
Methodist Charlton Medical Center  
Methodist Dallas Medical Center

Texas Scottish Rite Hospital  
Veteran's Affairs Medical Center

15. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier's Office for details.
16. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

[https://www1.dcccd.edu/catalog/ss/oe/dw.cfm?use\\_nav=acad\\_info&loc=ECC](https://www1.dcccd.edu/catalog/ss/oe/dw.cfm?use_nav=acad_info&loc=ECC)

17. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at [http://www.elcentrocollege.edu/Student\\_Services/FinancialAid](http://www.elcentrocollege.edu/Student_Services/FinancialAid). The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health and Legal Studies Division at 972-860-5095 for more information.

18. Please visit the website below for links to professional organizations and other information regarding the Vocational Nursing profession: <http://www.bne.state.tx.us>.

19. Please contact the individuals below for assistance:

Melodie Wong, Program Coordinator  
Vocational Nursing Program  
Health/Legal Studies Division  
El Centro College/Paramount  
301 North Market Street  
Dallas, TX 75202  
Telephone: 972-860-5041  
E-mail: [MWong@dcccd.edu](mailto:MWong@dcccd.edu)

Al Tolentino, Liaison Counselor  
Health/Legal Studies Division  
Room P-304  
El Centro College/Paramount  
301 North Market Street  
Dallas, TX 75202  
Telephone: 972-860-5045  
E-mail: [ATolentino@dcccd.edu](mailto:ATolentino@dcccd.edu)

Kollin Hodge, Vocational Nursing Admissions  
Health Occupations Admissions Office  
Room P-101  
El Centro College/Paramount  
301 North Market Street  
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Telephone: 972-860-5004  
E-mail: [KHodge@dcccd.edu](mailto:KHodge@dcccd.edu)

Gary Peschka  
Health Occupations Faculty Advisor  
Health/Legal Studies Division  
El Centro/Paramount  
301 North Market Street  
Dallas TX 75202  
Telephone: 972-860-5037  
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**The official mailing address for all application materials, transcripts, and correspondence is:**

Kollin Hodge, Vocational Nursing Admissions  
Health Occupations Admissions  
El Centro College/Paramount  
801 Main Street  
Dallas TX 75202-3604

**Program information packets are revised September 1<sup>st</sup> of each year and program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:**

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**Visit the Vocational Nursing Program webpage:**

[www.ElCentroCollege.edu/Program/Health/VocNursing](http://www.ElCentroCollege.edu/Program/Health/VocNursing)

**Health Occupations webpage:**

[www.ElCentroCollege.edu/HealthCareers](http://www.ElCentroCollege.edu/HealthCareers)

**Health Occupations Admissions Office webpage:**

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**ESTIMATED EXPENSES FOR THE VOCATIONAL NURSING PROGRAM \***

	<u>Dallas County Resident</u>	<u>Out of County Resident</u>	<u>Out of State/ Country Resident</u>
<b>PREREQUISITE COURSES</b>			
Tuition (10 credit hours)	\$ 450.00	\$ 830.00	\$ 1,320.00
Textbooks	424.00	424.00	424.00
HESI A <sup>2</sup> Test	35.00	35.00	35.00
CPR Certification **	65.00	65.00	65.00
Physical Exam and Immunizations **	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 1,199.00	\$ 1,579.00	\$ 2,069.00
<b>SEMESTER I – Fall Semester</b>			
Tuition (15 credit hours)	\$ 675.00	\$ 1,245.00	\$ 1,980.00
VNSG Textbooks	422.00	422.00	422.00
HPRS 1204 Textbooks/Lab Pac	67.00	67.00	67.00
VNSG Lab Pac	72.00	72.00	72.00
Professional Liability Insurance	18.13	18.13	18.13
ATI Testing Fee	191.50	191.50	191.50
Uniforms (2 sets)/lab coat	120.00	120.00	120.00
Name Tag (2)	12.00	12.00	12.00
Shoes	60.00	60.00	60.00
Bandage scissors	8.00	8.00	8.00
Stethoscope	35.00	35.00	35.00
Watch with second hand	40.00	40.00	40.00
Background Check/Drug Testing	<u>86.00</u>	<u>86.00</u>	<u>86.00</u>
Total	\$ 1,806.63	\$ 2,376.63	\$ 3,111.63
<b>SEMESTER II – Spring</b>			
Tuition (17 credit hours)	\$ 765.00	\$ 1,411.00	\$ 2,244.00
Textbooks	98.00	98.00	98.00
ATI Testing Fee	<u>163.50</u>	<u>163.50</u>	<u>163.50</u>
Total	\$ 1,026.50	\$ 1,672.50	\$ 2,505.50
<b>SEMESTER III – Summer I</b>			
Tuition (4 credit hours)	\$ 180.00	\$ 332.00	\$ 528.00
Textbooks	137.00	137.00	137.00
ATI Testing Fee	<u>163.50</u>	<u>163.50</u>	<u>163.50</u>
Total	\$ 441.50	\$ 593.50	\$ 789.50
<b>SEMESTER IV – Summer II</b>			
Tuition (5 credit hours)	\$ 225.00	\$ 415.00	\$ 660.00
Textbooks	70.00	70.00	70.00
ATI Testing Fee	163.50	163.50	163.50
Exam Soft Testing Fee	47.00	47.00	47.00
NCLEX-PN and related licensure fees	364.00	364.00	364.00
Nurse Pin (optional)	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
Total	\$ 899.50	\$ 1,089.50	\$ 1,334.50
<b>TOTAL ESTIMATED PROGRAM EXPENSE</b>	<b>\$ 5,373.13</b>	<b>\$ 7,311.13</b>	<b>\$ 9,810.13</b>

\* Tuition current Fall 2010 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

\*\* Estimated cost of physical exam and immunizations.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.

