

"Imagine Possibilities"



El Centro College

Associate Degree Nursing

Revised for Fall 2010 Application Process

The El Centro College Associate Degree Nursing program is a 71-credit hour curriculum leading to an Associate of Applied Science Degree. The program is based at the El Centro campus with an extension at the Northlake College campus and is accredited by the National League for Nursing Accreditation Commission and the Texas Board of Nursing.

Acceptance to the Associate Degree Nursing program beginning with the Fall 2010 application filing period will be via a **competitive ranking process for selection based on a points 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.

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.

APPLICATION REQUIREMENTS TO THE ASSOCIATE DEGREE NURSING PROGRAM

Application to the Associate Degree Nursing Program requires:

- Application and current admission to a Dallas County Community College District (DCCCD) campus.
- Completion of the five program prerequisite courses with a minimum cumulative grade point average of 2.50 or higher on those specific courses.
- Completion of designated sections of the HESI A² Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a **minimum score of 70%** on each of the five required sections, in addition to completing the Personality Profile and Learning Styles sections.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. General Admission Requirements to the College

Applicants to the Associate Degree 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. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

- Revised 09/01/09 -

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.

Program Information Sessions

Potential applicants are strongly encouraged to attend an optional Associate Degree Nursing program information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held at the El Centro and Northlake campuses and no reservation is necessary to attend. The Information Session schedule for the current semester is available online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

B. Prerequisite Courses

Applicants must complete the five (5) prerequisite courses listed below with a minimum cumulative grade point average of 2.50 or higher to submit an application to the nursing program. The prerequisite GPA is considered in the points award ranking process.

	<u>Credit Hrs.</u>
SCIT 1407* Applied Human Anatomy & Physiology I <u>OR</u>	4
BIOL 2401 Human Anatomy & Physiology I	
ENGL 1301 Composition I	3
MATH 1314** College Algebra	3
PSYC 2301 Introduction to Psychology	3
HPRS 1204 *** Basic Health Professions Skills I	<u>2</u>
	15

* 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.

** MATH 1414 – College Algebra is also recognized as the math prerequisite course and is calculated as a three credit hour course for ranking purposes only. The math prerequisite no longer has a 5-year time limit.

*** HPRS 1204 is offered at the El Centro and Northlake College campuses only and should be completed no earlier than twelve months prior to their anticipated application to the Associate Degree Nursing program. For example, an HPRS 1204 course completed in Fall 2008 would still be valid for application to the Fall 2010 nursing class since the course was completed before the application filing period (Nov. 1 – Feb. 28) ended. For application to Spring 2011, an HPRS 1204 course completed Spring 2009 would still be valid.

NOTE: Students who are working in the healthcare field with direct patient care and whose HPRS 1204 was completed more than one year but less than three years before application to the nursing program, may be eligible to complete a continuing education check-off course in lieu of repeating HPRS 1204. Contact the Health Occupations Core Curriculum coordinator at HPRSECC@dccc.edu for more information.

C. 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 three to six months prior to the application deadline for their program of choice. **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, financial aid, and VA benefit purposes.

These evaluations are usually completed within 10-14 working days. **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: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Five-Year Time Limit on Science Coursework

All science coursework (anatomy/physiology and microbiology) 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: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as college algebra, anatomy/physiology, and microbiology 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: <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 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Associate Degree Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the five 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 <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

D. **HESI A² Test**

The HESI A² 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 Associate Degree Nursing program must also earn **a minimum score of 70 of higher** on the following sections of the HESI A² 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.

HESI A² scores are considered in the points award ranking process. Scores on the math and anatomy/physiology sections are considered separately. Scores on the Reading Comprehension, Grammar, and Vocabulary/General Knowledge are combined and the average score (referred to as the “English” score in the sample ranking table on page seven) is considered for points.

The following is an example of points awarded for a sample applicant’s HESI A² scores:

<u>HESI A² section</u>	<u>Score</u>	<u>Points Awarded</u>
Math	94	2
Anatomy/Physiology	96	3
Grammar	88	
Vocabulary/General Knowledge	92	
Reading Comprehension	<u>87.23</u>	
	$267.23 \div 3 =$	89.08 (“English” score) 2

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro, Brookhaven, Mountain View, and Northlake College campuses. The approximate cost of the HESI test at DCCCD campuses is \$25.00.
- **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.**
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses.
- A **HESI A² 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 A² test for application to the Associate Degree 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 A2 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 A² will be used to generate points in the ranking process.**

More information on the HESI A² and the referral form to take the HESI A² at the El Centro campus is available at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

E. Associate Degree Nursing Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit complete nursing application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Associate Degree Nursing program application materials must be submitted in a 9x12 inch envelope and include the following documentation to be considered complete and valid:

1. A completed Associate Degree Nursing Program **Application form** and the initialed and signed **Statement of Student's Responsibility form** (both included in this information packet).
2. **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 nursing application packet materials.* **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 will not release an official transcript to a student and must mail it directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their 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.
3. 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.

4. The **HESI A² 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.**
5. 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. See also item number 5 under the General Information section on page 11 of this packet.
6. **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 12 of this information packet.
7. Applicants who have **patient care/health care experience** within the previous three years 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 program, *and*, 2) **a letter on official letterhead from their current or previous supervisor** indicating dates of employment and the specific details of the applicant's role/duties in the health care facility.

F. Application Filing Periods

There are two official filing periods per calendar year for entry into the Associate Degree Nursing program:

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

November 1 – February 28

Notification letters are mailed by April 15th.

Official application filing period for Spring semester (mid-January) admission:

May 1 – August 31

Notification letters are mailed by October 15th.

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:

Kanora Jackson, Nursing
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, Texas 75202

To submit your application materials in person:

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

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, a portion of the next official filing period is designated as a late applicant pool to finish filling the current nursing class. **Applicants should not take for granted that late applications will be considered for each fall or spring semester.**

If late applications are necessary, the following filing deadlines will be in effect:

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

Late filing for Spring semester admission (only if necessary): November 1 – December 20

For example, an individual who submits application materials on July 15 is considered for the Spring applicant pool (filing period May 1 – August 31). However, if space still remains in the upcoming Fall class, that application may be considered in the late pool for Fall since it was submitted before July 15. If the individual is not accepted for a late space or declines a late space, he/she remains in the applicant pool for the Spring selection process without needing to update or resubmit the application packet.

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.*

G. 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 20 points on the designated criteria below:

<u>POINT AWARD CRITERIA</u>	<u>POTENTIAL POINTS PER CRITERIA</u>
Prerequisite Course Cumulative GPA (2.5 minimum required)	5 points
2.50 – 2.99 = 3 points	
3.00 – 3.49 = 4 points	
3.50 – 4.00 = 5 points	
Support Courses completed with a minimum grade of “C”	4 points
1 – 4 credit hours = 1 point	
5 – 9 credit hours = 2 points	
10 – 14 credit hours = 3 points	
15 – 17 credit hours = 4 points	
HESI A² Test – Points awarded for each of the following sections: Math, Anatomy/Physiology, and combined “English” sections:	9 points
70 – 74 = 0 points	
75 – 84 = 1 points	
85 – 94 = 2 points	
95 – 100 = 3 points	
Current Health Care/Patient Care Experience within the last 3 years	2 points
Examples include:	
Certified Nurse Aide (CNA)	
Home Health Aide (HHA)	
Medical Assistant (CMA)	
Medication Aide	
Patient Care Technician (PCT)	
EMT or Paramedic	
MAXIMUM TOTAL POINTS	20 points

* In the event that two or more applicants with the same point award total, the cumulative score on all five required sections of the HESI A² will be used to break the tie.

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

EXAMPLE OF POINT AWARD RANKING PROCESS

	Cumulative GPA on Prerequisite Courses (Max. 5 pts.)	Support Course Credit Hours (Max. 4 pts.)	HESI A ² Scores on English*, Math, and Anatomy/Physiology (Max. 9 pts.)	Current Health Care / Patient Care Experience (Max. 2 pts.)	Total Points (Max. 20 pts.)	Cumulative Score on all five required sections of HESI A ² (tiebreaker)
Applicant #1	3.80 = 5 pts.	17 cr hrs = 4 pts.	English 97.26 = 3 pts. Math 98 = 3 pts. A/P 96 = <u>3 pts.</u> TOTAL HESI PTS. 9 pts.	CNA = 2 pts.	20	455.26
Applicant #2	3.60 = 5 pts.	17 cr hrs = 4 pts.	English 95.89 = 3 pts. Math 96 = 3 pts. A/P 95 = <u>3 pts.</u> TOTAL HESI PTS. 9 pts.	None = 0 pts.	18	458.89
Applicant #3	4.00 = 5 pts.	9 cr hrs = 3 pts.	English 95.74 = 3 pts. Math 99 = 3 pts. A/P 89 = <u>2 pts.</u> TOTAL HESI PTS. 8 pts.	PCT = 2 pts.	18	451.74
Applicant #4	2.93 = 3 pts.	11 cr hrs = 3 pts.	English 93.26 = 2 pts. Math 97 = 3 pts. A/P 96 = <u>3 pts.</u> TOTAL HESI PTS. 9 pts.	CNA = 2 pts.	17	422.26
Applicant #5	3.87 = 5 pts.	10 cr hrs = 3 pts.	English 96.89 = 3 pts. Math 95 = 3 pts. A/P 92 = <u>2 pts.</u> TOTAL HESI PTS. 8 pts.	None = 0 pts.	16	436.89
Applicant #6	3.40 = 4 pts.	8 cr hrs = 2 pts.	English 98.74 = 3 pts. Math 96 = 3 pts. A/P 98 = <u>3 pts.</u> TOTAL HESI PTS. 9 pts.	None = 0 pts.	15	468.74
Applicant #7	4.00 = 5 pts.	4 cr hrs = 1 pt.	English 89.26 = 2 pts. Math 88 = 2 pts. A/P 95 = <u>3 pts.</u> TOTAL HESI PTS. 7 pts.	EMT = 2 pts.	15	415.26

* “English” score is derived from averaging the Reading Comprehension, Grammar, and Vocabulary/General Knowledge sections of the HESI A2.

The shaded columns reflect the total point award calculation and the final tie breaker which is the combined scores on the five required sections of the HESI A². **You will note that no single ranking criterion determines competitiveness in the applicant pool.** All four ranking criteria (cumulative prerequisite course GPA, support course credit hours completed, the three designated HESI A2 scores, and current health/patient care experience factor into the point award ranking process.

For example, Applicant #1 has a cumulative HESI A² score of 455.26 on all five sections combined, has a 3.80 prerequisite GPA, completed all 17 credit hours of the support courses from the Associate Degree Nursing curriculum with a “C” or better in each, and is a Certified Nurse Aide (CNA) for a point total of 20. You will note that Applicants #2 and #3 have the same final point total of 18; however, Applicant #2 has a higher combined HESI A2 score of 458.89 as opposed to Applicant #3’s combined HESI A² score of 451.74 which breaks the tie between them. The final point totals for Applicants #6 and #7 are also tied and the cumulative HESI A² score breaks the tie between them as well.

Therefore, if there were only six spaces in the Associate Degree Nursing program, Applicants 1-6 would be accepted to the program.

Applicants may improve their points ranking by: 1) repeating one or more of the five prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record), 2) completing additional general education support courses; or 3) repeating one or more sections of the HESI A² to earn a higher score and subsequently additional points. NOTE: The decision to repeat a successfully completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant.

Notification Letters

Using the point award ranking process, a ranked list is generated from those applications received during an official filing period and both acceptance and non-acceptance notification letters are mailed out.

A student who applies during an official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their intent to accept a space in the class. **Applications submitted during an official filing period are not “held over” to the next 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.

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

Visit the Associate Degree Nursing Program webpage at
<http://www.ElCentroCollege.edu/Program/Health/ADN>

Health Occupations webpage:
<http://www.ElCentroCollege.edu/HealthCareers>

Health Occupations Admissions Office webpage:
<http://www.ElCentroCollege.edu/HealthOccAdmissions>

CURRICULUM OVERVIEW – ASSOCIATE DEGREE NURSING PROGRAM

<u>Prerequisites to Program Admission</u>					Lec	Lab	Ext	Cont	Cr
					Hrs	Hrs	Hrs	Hrs	Hrs
SCIT	1407*	Applied Human Anatomy & Physiology I <u>OR</u>			3	3	0	96	4
BIOL	2401	Anatomy & Physiology I							
ENGL	1301	Composition I			3	0	0	48	3
MATH	1314**	College Algebra			3	0	0	48	3
PSYC	2301	Introduction to Psychology			3	0	0	48	3
HPRS	1204+	Basic Health Professions Skills I			<u>1</u>	<u>3</u>	<u>0</u>	<u>64</u>	<u>2</u>
					13	6	0	304	15
<u>SEMESTER I – First Year</u>									
RNSG	1423	Introduction to Professional Nursing			4	0	0	64	4
RNSG	1460	Clinical – Nursing (RN Training)			0	0	12	192	4
SCIT	1408*	Applied Human Anatomy & Physiology II <u>OR</u>			3	3	0	96	4
BIOL	2402*	Anatomy & Physiology II							
PSYC	2314	Developmental Psychology			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
					10	3	12	400	15
<u>SEMESTER II – First Year</u>									
RNSG	2504	Care of Client w/ Common Health Needs			5	0	0	80	5
RNSG	1129	Nursing Skills			0	2	0	32	1
RNSG	1461	Clinical – Nursing (RN Training)			0	0	12	192	4
BIOL	2420	General Microbiology			3	4	0	112	4
SPCH	1311++	Introduction to Speech Communications			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
					11	6	12	464	17
<u>SEMESTER III – Second Year</u>									
RNSG	2514	Care of Clients w/ Complex Health Needs			5	0	0	80	5
RNSG	2460	Clinical – Nursing (RN Training)			0	0	12	192	4
Elective+++		Humanities area			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
					8	0	12	320	12
<u>SEMESTER IV – Second Year</u>									
RNSG	2535	Integrated Client Care Management			5	0	0	80	5
RNSG	2562	Clinical – Nursing (RN Training)			0	0	15	240	5
RNSG	2221	Management of Client Care			<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
					7	0	15	352	12
TOTAL PROGRAM HOURS =								1840	71

* BIOL 1408 recommended prior to SCIT 1407 if no previous high school biology. BIOL 1406 or SCIT 1407 are required prerequisites for BIOL 2401. Science courses must have been completed less than five years prior to program application.

** MATH 1414 also accepted for MATH 1314.

+ HPRS 1204 should be completed no earlier than 12 months prior to potential application to the Nursing program.

++ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

+++ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program.
Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or select foreign language courses worth a minimum of 4 credit hours (i.e. SPAN 1411).

A minimum grade of “C” is required in all courses. Support courses may be completed before but not after semester indicated.

RNSG 2535 – Integrated Client Care Management; RNSG 2562 – Clinical Nursing; and an Exit Program Competency Exam represent the Capstone experience for the Associate Degree Nursing Program.

GENERAL INFORMATION

1. The El Centro College Associate Degree Nursing program accepts approximately 50 students at each campus (El Centro and Northlake) each fall and spring semester. The El Centro College Health and Legal Studies Division reserves the right to make changes in program enrollment capacity.
2. The Associate Degree Nursing program is completed in four, 16-week academic semesters. Each course involves 16-20 hours per week of class, lab, and clinical experience with an additional 2-3 hours of studying and preparation time for each hour of class and clinical experience. Clinical experiences in area hospitals are determined by a lottery system and may involve both daytime and evening hours. The high demand on a student's time will not allow for full-time employment while enrolled in the nursing program.
3. Students enrolled in the Associate Degree Nursing program must be physically able to care for patients that will involve lifting an adult patient of average size, moving, bathing, and transferring patients into and out of bed. Students will be on their feet for at least eight hours each clinical day. Students must be able to read fine print for medication administration purposes and be able to hear heart and breath sounds. Manual dexterity is required for skills such as starting IV's, administering injections, etc. In the event that a student has a medical condition which may compromise their ability to care for patients, a medical release from their physician may be required. Students will be exposed to infectious diseases.
4. Students must comply with class and clinical attendance requirements according to nursing student handbook guidelines which are published annually. Students who are absent from clinical for physical or mental illness, surgery or pregnancy reasons must present a written release from a physician before being allowed to return to the clinical setting. Students who are anticipating surgery or delivery of a baby during an academic semester are advised to wait until the following semester to apply to the nursing program.
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 is instructed to retain a copy of these documents for their personal records.** The Physical Examination Form and immunization requirements guidelines are available at:

<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.** Students must recertify prior to the third semester (RNSG 2514/2460) of the program regardless of whether their initial certification was effective for one or two years. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc.
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 NCLEX-RN licensure examination.**
8. Many of the nursing prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is **elcentro** on the pull-down menu and the Password is **student**.

9. Criminal Background Check / Drug Screening

Effective August 2001 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 \$84.00) 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:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

10. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experience. Clinical assignments from the list below vary from semester to semester:

Baylor Medical Center – Garland	Methodist Dallas Medical Center
Baylor Medical Center – Irving	North TX Veterans' Affairs Healthcare System
Baylor University Medical Center	Parkland Memorial Hospital
Children's Medical Center	Presbyterian Hospital of Dallas
Dallas County Health & Human Services	RHD Memorial Medical Center
Dallas Regional Medical Center	Richardson Regional Medical Center
Doctor's Hospital	Terrell State Hospital
Green Oaks Behavioral Health Care Services	Texas Scottish Rite Hospital of Children
Integrated Health Services (IHS)	UTSW University Hospital – St. Paul
Medical Center of Plano	Woman's Hospital at Dallas Regional Medical Ctr.
Medical City Dallas Hospital	Zale Lipshy University Hospital
Methodist Charlton Hospital	

11. Students who are enrolled at the El Centro campus 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 at the Cashier's office two weeks after the semester begins.

12. 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://www.1.dcccd.edu/6drop>.

13. Students are required to answer certain questions on the Texas Board of Nursing application for Registration by Examination to become licensed as a Registered Nurse. These questions are in regard to criminal convictions, mental illness or chemical dependency, or prior disciplinary action by a licensing authority for nurses. Students answering “yes” to those questions must submit the required documents with an explanation to the Texas Board of Nursing at least eighteen (18) months prior to graduation. The Texas Board of Nursing will consider these documents and reach a decision regarding eligibility to write the licensing examination. An applicant may request a Declaratory Order (a decision by the Texas Board of Nursing regarding an applicant’s eligibility to take the licensing exam) prior to entering a program of nursing. More information on this issue is found on the Texas Board of Nursing website at www.bon.state.tx.us/Exam-eligibility.htm. For further information, contact Ms. Joan Becker, Director of Nursing at 972-860-5098.

NOTE: A Social Security number is required to apply to take the NLCEX-RN licensure examination.

14. All students enrolled in the Associate Degree Nursing program must show proof of personal healthcare insurance. Prospective students must secure their own coverage. Information on college student policies and rates can be found at <https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>. The National Student Nurses’ Association also partners with United Healthcare which offers a student policy for their members. See the following link for more information: <http://www.nсна.org/membership/alliance.asp>.
15. 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 credit courses taken at any of the DCCCD colleges since Fall 2002. Developmental courses are not included in the Third Attempt Policy. More information regarding the DCCCD “Third Attempt” policy can be found at:

<http://www.dcccd.edu/ThirdCourseAttempt>

16. 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 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.)

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. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their “scholarship booklet.” 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 Suriya Sherriff-Edwards at 972-860-5095 for more information.

18. Links to professional organizations and other information regarding the nursing profession can be found at:

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/adn/adnlinks.htm>.

19. Please contact the individuals below for assistance:

Joan Becker, M.A., R.N.
Director of Nursing
Room P-715
El Centro College/Paramount
301 North Market Street
Dallas, TX 75202
Telephone: 972-860-5098
E-mail: JBecker@dcccd.edu

Al Tolentino, B.A., M.A.
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

Kanora Jackson, Nursing
Health Occupations Admissions Office
Room P-101
El Centro College/Paramount
301 North Market Street
Dallas Tx 75202
Telephone: 972-860-5004
E-mail: K.Jackson@dcccd.edu

Gary Peschka, M.Ed., R.R.T, R.C.P.
Health Occupations Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Kanora Jackson
Health Occupations – Nursing
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

ESTIMATED EXPENSES FOR THE ASSOCIATE DEGREE NURSING PROGRAM *

	Dallas County <u>Resident</u>	Out of County <u>Texas Resident</u>	Out of State/ <u>Country Resident</u>
Prerequisite Tuition (15 credit hours)	\$ 615.00	\$ 1,114.00	\$ 1,815.00
Textbooks, Lab Manuals	998.00	998.00	998.00
HESI A ² Test	25.00	25.00	25.00
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	\$ 1,928.00	\$ 2,453.00	\$ 3,128.00
SEMESTER I			
Tuition (15 credit hours)	\$ 615.00	\$ 1,140.00	\$ 1,815.00
Nursing Textbooks	820.00	820.00	820.00
Support Course Textbooks, Lab Manuals	124.00	124.00	124.00
Nurse Pac (Skills Lab practice materials)	32.00	32.00	32.00
Professional Liability Insurance	18.13	18.13	18.13
Background Check/Drug Screen	84.00	84.00	84.00
Uniforms (approximate cost of 2 sets/lab coat)	120.00	120.00	120.00
Name Tag (2)	12.00	12.00	12.00
Shoes (approximate cost)	60.00	60.00	60.00
Stethoscope (approximate cost)	35.00	35.00	35.00
Bandage scissors (approximate cost)	8.00	8.00	8.00
Watch with second hand (approximate cost)	<u>40.00</u>	<u>40.00</u>	<u>40.00</u>
Total	\$ 1,968.13	\$ 2,493.13	\$ 3,168.13
SEMESTER II			
Tuition (17 credit hours)	\$ 697.00	\$ 1,292.00	\$ 2,057.00
Nursing Textbooks	346.00	346.00	346.00
Support Course Textbooks, Lab Manuals	310.00	310.00	310.00
Nurse Pac (Skills Lab practice materials)	128.00	128.00	128.00
Testing Fees	<u>37.00</u>	<u>37.00</u>	<u>37.00</u>
Total	\$ 1,518.00	\$ 2,113.00	\$ 2,878.00
SEMESTER III			
Tuition (12 credit hours)	\$ 492.00	\$ 912.00	\$ 1,452.00
Nursing Textbooks	115.00	115.00	115.00
Elective Course Textbook	90.00	90.00	90.00
Nurse Pac (Skills Lab practice materials)	55.00	55.00	55.00
Professional Liability Insurance	18.13	18.13	18.13
CPR Recertification	<u>35.00</u>	<u>35.00</u>	<u>35.00</u>
Total	\$ 805.13	\$ 1,225.13	\$ 1,765.13
SEMESTER IV			
Tuition (12 credit hours)	\$ 492.00	\$ 912.00	\$ 1,452.00
Nursing Textbooks	440.00	440.00	440.00
Testing Fees	35.00	35.00	35.00
NCLEX-RN Application Fee	200.00	200.00	200.00
NCLEX-RN License Fee	139.00	139.00	139.00
NCLEX-RN Review Course (optional)	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>
Total	\$ 1,366.00	\$ 1,786.00	\$ 2,326.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 7,585.26	\$ 10,070.26	\$ 13,265.26

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of immunizations charged at the El Centro College Health Center.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

NURSING APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. ___ Obtain nursing program information packet and attend an optional nursing information session.
2. ___ Complete a DCCCD application for college admission.
3. ___ See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
4. ___ If needed, request Educational Plan/transfer evaluation of course work taken outside the DCCCD that applies to Associate Degree Nursing curriculum with Health Occupations Admissions Office.
5. ___ Complete the following Associate Degree Nursing prerequisite courses:
 ___ ENGL 1301 ___ PSYC 2301
 ___ SCIT 1407 or BIOL 2401 ___ HPRS 1204
 ___ MATH 1314 or MATH 1414
6. ___ Complete the HESI A², scoring a minimum of 70% on all required sections of the test ***and*** complete the Personality Profile and Learning Styles sections.
7. ___ Complete any other support courses which apply to the nursing curriculum if time allows prior to an application filing deadline:
 ___ SCIT 1408 or BIOL 2402 ___ SPCH 1311 or SPCH 1315
 ___ BIOL 2420 ___ Humanities elective _____
 ___ PSYC 2314
8. ___ See a physician or healthcare clinic for a physical examination and obtain all required immunizations, TB screen, and CPR training at the Healthcare Provider level.
9. **Compile the following materials as your complete nursing application packet:**
 ___ Completed nursing application form (from this information packet).
 ___ Signed Statement of Students' Responsibility form (from this information packet).
 ___ Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 5, section E, item 2 for instructions regarding transcripts.
 ___ Photocopied catalog course descriptions for courses which apply to the nursing curriculum (other than DCCCD courses).
 ___ Official HESI A² score sheet(s) indicating minimum score of 70% on each of the five required sections of the test ***and*** the Personality Profile and Learning Styles section results.
 ___ Physical Examination form/immunization documentation with CPR card photocopy attached.
 ___ Patient care/health care experience documentation (see page 6, section E, item 7)
 ___ Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
10. ___ Place the above materials in a 9" x 12" envelope for submission either in person or by mail to the contact below during a designated filing period.

MAILING ADDRESS:
Kanora Jackson, Nursing
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:
Kanora Jackson, Nursing
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 09/01/09 -

STATEMENT OF STUDENTS' RESPONSIBILITY

Review and initial each section as verification that you have read and understand this information:

- _____ I acknowledge that this information packet contains policies, regulations, and procedures in existence at the time this publication went to press. I also acknowledge that the District Colleges including El Centro College reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. Furthermore, I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Dallas County Community College District.
- _____ I have read and understand the admission process for the Associate Degree Nursing program which is a competitive selection process with a limited number of spaces available. I understand that successful completion of prerequisite courses, required HESI A² test sections, and/or submission of complete application packet materials does not guarantee acceptance to the Associate Degree Nursing program.
- _____ I accept full responsibility for submitting a complete Associate Degree Nursing application packet prior to or by the designated application filing deadline and understand that it is also my responsibility to inform the El Centro College Health Occupations Admissions Office of any change in my status, address, telephone number, or any other information that would affect my entrance into the nursing program.
- _____ I understand that if accepted to a Health Occupations program, all physical examination forms, immunizations records, etc. submitted with my application packet becomes the property of the Health Occupations Admissions Office and will not be returned nor photocopied for me. Therefore, I take full responsibility for keeping photocopies of these documents for my own personal files before I submit them with program application packet materials.
- _____ I acknowledge that if admitted to the Associate Degree Nursing program, I may be assigned to clinical rotations at area healthcare facilities which may require additional proof of seropositivity or additional inoculations/immunizations. **I also acknowledge that I am required to have my own personal health care insurance coverage.**
- _____ I am aware that I will be required to undergo a criminal background check and mandatory drug screening prior to being allowed to attend a clinical rotation and that the results of these screenings become the property of the Health/Legal Studies Division and will not be released to me or any other third party. I understand that should I be prohibited from attending a clinical rotation at a clinical facility due to findings on my drug screen or criminal background check, I may be dismissed from the El Centro College Associate Degree Nursing program.
- _____ I understand that clinical opportunities in the Associate Degree Nursing program may be limited for students without Social Security numbers and if accepted to the program, I am instructed to consult the El Centro College International Student Office prior to graduation from the program to inquire about obtaining a Social Security number. **I also acknowledge that a Social Security number is required to take the NCLEX-RN licensing examination.**
- _____ I understand that the purpose of this program is to prepare me to write the NCLEX-RN licensing examination to become a registered nurse. In order to be eligible to write the exam, I must hold a high school diploma or a General Education Diploma (GED) certificate. Furthermore, I must declare to the Texas Board of Nursing at least eighteen (18) months prior to program completion if I have ever been denied licensure by a licensing authority for nurses; had disciplinary action taken against me by a licensing/certifying authority; been convicted of a crime other than a minor traffic violation; am unable to safely practice professional nursing due to physical or mental disability/illness which may endanger the health and safety of persons under my care; been hospitalized or treated for chemical dependency within the past five years; am currently an intemperate user of drugs or alcohol; been issued a Declaratory Order by the Texas Board of Nursing; or ever taken the State Board Test Pool Examination, National Council Licensure Examination for Registered Nurses, or the Canadian Nurses Association Testing Service Examination. If so, I must petition in writing and provide documentation to the Texas Board of Nursing for permission to take the NCLEX-RN examination, acknowledging that this review may take 12-24 months to complete and I will be assessed a fee by the Texas Board of Nursing.

Applicant's Signature

Date

- Revised 09/01/09 -