



ASSOCIATE OF APPLIED SCIENCE in NURSING

SELECTION PROCESS HANDBOOK for FALL 2015 ADMISSION

INTRODUCTION

- The Nursing program is approved by the Oregon State Board of Nursing to provide students with the academic and clinical preparation to sit for the national licensure exam upon completion of the program.
- After completing all required support and prerequisite courses, as well as the first three terms of the nursing courses, students are awarded COCC's certificate in Practical Nursing. This certificate qualifies students to take the NCLEX-PN national licensure examination and apply for licensure as a practical nurse (PN) from a State Board of Nursing.
- After completion of all required support and prerequisite courses, as well as all six terms of the nursing courses, the students are awarded an AAS in nursing degree and are eligible to take the NCLEX-RN national licensure examination and apply for licensure as a registered nurse (RN) from a State Board of Nursing. Students admitted into the Nursing program and completing the first year of nursing courses may continue into the RN sequence of courses without additional application requirements.
- Students leaving the Nursing program after the first term of the program must apply for re-admission into the program. Re-admission is competitive and on a space-available basis. Students seeking re-admission should look at the COCC website for current prerequisite and support courses requirements and the Nursing program's re-admission policy.
- Students may choose to exit the program at the end of the first year of nursing courses to work at the PN level. Students may apply for advanced placement into the second year of the program at a later time.
- LPNs who have graduated from another nursing program may seek advanced placement into the RN level of the program and should look at the COCC website for the advanced placement requirements and application materials.

COCC's nursing program primarily focuses on the associate of applied science program and all information contained in this packet supports this focus. Note: if you are already an LPN, please contact the Nursing Advisor about "advanced placement" options.

Admission to the certificate and AAS program is competitive and enrollment is limited. Admission into the nursing program allows a student to take the required nursing courses. Nursing prerequisite and support courses are open to all students and should be taken prior to accepting a position in the program.

Nursing Program Information Sessions

Information sessions are held multiple times each year to explain minimum qualifications, selection criteria, and general information about the COCC nursing program – check the Nursing website for exact days/times. The information session is the required first step for those interested in the nursing program and is strongly encouraged for students nearing application completion. If you have advising or coursework questions after attending an information session, contact your nursing advisor; questions regarding the selection process can be answered by contacting the Assistant Director of Admissions and Records at 541-318-3741.

Transcript Evaluation Procedures

Students with transfer credits must submit official transcripts to the Admissions and Records Office along with COCC's Application for Admission prior to advising and registration. The transcript evaluation will be completed on or before the student's first advising appointment. This evaluation is used to determine placement testing requirements and progress towards meeting Nursing degree requirements and can act as a partial checklist to determine if a student has met minimum prerequisites necessary to apply.

Nursing Advisor

If you were not assigned a nursing advisor, students should request one by contacting the CAP Center at 541-383-7200 or Admissions & Records at 541-383-7500.

Legal Considerations

The application process for licensure as a practical or registered nurse requires answers to questions concerning physical disabilities, physical or mental health, and conviction of a criminal offense. If any of these circumstances pertain to you, contact the Oregon State Board of Nursing to determine your eligibility for licensure: Oregon State Board of Nursing, 17938 SW Upper Boones Ferry Rd. Portland, Oregon 97224-7012; phone 971-673-0685 or oregon.bn.info@state.or.us; or www.oregon.gov/OSBN. Be aware that substance abuse of drugs, alcohol, or other substances, may result in loss or denial of licensure by Oregon law.

APPLICATION CRITERIA

All students must meet the following application requirements no later than 5:00 pm on the Monday following Spring term finals (application deadline for Fall 2015 program is June 15, 2015). Only completed applications received by the deadline will be considered for selection. The number of students admitted to the nursing program is determined annually by the college. Students will be admitted to the program based on the total number of points allocated for each section listed below. Course work must be completed by the spring term in the year students apply to be counted. Please note that some course work cannot be older than five years at the time of the completed application to the nursing program. The five year requirement is defined as the academic year the course was taken, e.g., five years from 2015-2016 is 2010-2011.

Student Responsibility

Students are solely responsible for ensuring that they meet all application prerequisites before the application deadline. Students should attend a nursing program information session and work closely with their advisor to ensure degree requirements are part of their academic plan.

1. Nursing Application No Points Awarded

The application must be submitted online through the student's Bobcat Web Account and is available at the beginning of spring term 2015. The application must be submitted by the deadline, 5:00pm on June 15, 2015. Note: this does not mean that your application is in progress by 5:00pm on June 15, 2015; rather, you must hit the submit button by that deadline.

2. Residency No Points Awarded

Residency status will be determined according to the COCC Residency Policy. ***An applicant must be classified as an in-district resident for the term in which they will be admitted to the program.*** For example, if you are in-state/out-of-district or out-of-state for spring 2015, you may apply to the program for fall 2015 only if your residency status will change to in-district by Monday, September 28, 2015.

COCC In District Residency Policy: An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson Counties, the northern portion of Klamath and Lake Counties, and the Warm Springs Indian Reservation in Jefferson and Wasco Counties. **If a student is**

classified as a non-resident, their residency status will convert to in-district two calendar years after the term in which they began classes. Any questions concerning residency status should be directed to the Director of Admissions/Registrar.

Students may be required to provide in-district residency verification at any time in order to confirm residency status.

3. Computer Competency Requirement No Points Awarded

All applicants must demonstrate basic computer skills by completing CIS 120: Computer Concepts with a C or better or by passing the computer competency exam (see COCC website for details). Verification of passing the computer competency test is noted on a student's COCC transcript; no other verification is needed for application purposes. CIS 120 or passing the computer competency exam may be no older than five years at the time of application to the nursing program. The five year requirement is defined as the academic year the course/exam was taken, e.g., five years from 2015-2016 is 2010-2011.

4. Prerequisite Courses No Points Awarded

Minimum cumulative 3.0 GPA in all of the following courses:

- BI231: Anatomy and Physiology I*
- BI232: Anatomy and Physiology II*
- BI233: Anatomy and Physiology III*
- BI234: Microbiology*
- MTH95: Intermediate Algebra or higher
- WR121: English Composition

Prerequisite courses must be completed with a "C" grade or better, with a cumulative GPA of 3.0 or higher. Cumulative GPA is calculated by multiplying the number of credits of each course by the letter grade (A=4, B=3, and C=2), adding these numbers together, and dividing the total by 24 (the total number of prerequisite credits). The result must be 3.0 or higher. Only whole letter grades are used in the calculation of cumulative prerequisite GPA. When transferring applicable courses, the number of credits used for GPA calculation will be based on the number of credits of the equivalent COCC course, regardless of how many credits the course was worth at the transfer institution. If students need help determining if they've met the minimum GPA requirement, they should bring an unofficial copy of their transcripts and meet with the Assistant Director of Admissions & Records during nursing office hours.

* Anatomy & Physiology and Microbiology may be no older than five years at the time of application to the nursing program. The five-year requirement is defined as the academic year the course was taken, e.g., five years from 2015-2016 is 2010-2011.

6. Number of Completed Support Courses 30% of total points (30 points maximum)

Due to the rigor and time commitment involved with program courses, students are encouraged to complete as many support courses as possible prior to accepting a program position. Therefore, students will be awarded points towards their application based on the number of support courses completed by the application deadline (spring term courses apply). All support courses must be completed with a "C" grade or better (only whole letter grades are used when determining "C" or better).

Points are awarded as follows:

4 classes complete	30 points
3 classes complete	22.5 points
2 classes complete	15 points
1 class complete	7.5 points
No classes complete	0 points

Support classes include:

- Chemistry: One of CH 104* or CH 221*
- Human Nutrition: FN 225
- Developmental Psychology: PSY 215 or PSY 215N
- English Composition: WR 122 or WR 227

* Chemistry may be no older than five years at the time of completed application to the nursing program. The five-year requirement is defined as the academic year the course was taken, e.g., five years from 2015-2016 is 2010-2011.

7. Short Answer Questions 30% of total points (30 points maximum)

At COCC, we're interested in learning more about you: your perspectives, background, challenges, successes. Students will be asked to address their experience in each category keeping in mind how you would contribute to our program.

The questions and scoring process were developed by Oregon State University and are based on research by Dr. William Sedlacek (University of Maryland). Questions will be individually scored by three trained readers from COCC's faculty and staff, both connected and unrelated to the Nursing program. Questions will be reviewed anonymously, meaning that student names or other identifying information will not be provided to the reader. The average of the three readers' total scores will be multiplied by two to determine actual application points. Students interested in reapplying to the Nursing program will be allowed to see their overall average score, but specific scores by individual readers or for individual questions will not be released.

Short answers are submitted online along with the application. Please thoroughly review the 2015 Application Information/Short Answer Guidelines form available in the Admissions and Records Office before application submission. The short answer questions for the 2015 application will be published on COCC's Nursing Program website by the end of January 2015. Students must answer all 5 questions each application year and are limited to 100 words or less for each answer provided. Only the current year's score will be counted towards the applicant's total points.

COCC has the expectation that the responses to the short answer questions are solely the work of the applicant. Applicants should be aware that COCC's Academic Honesty policy does apply to the Nursing Application. Please review the policy in the Student's Rights and Responsibilities document at <http://www.cocc.edu/Student-Policies/>

8. TEAS-V™ Score 40% of total points (40 points maximum)

The Test of Essential Academic Skills (TEAS-V™) is a scholastic aptitude test designed to measure basic essential skills identified as important for entry-level nursing program applicants. Skill areas include:

- Math: whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ratio/proportion.
- Reading: paragraph comprehension, passage comprehension, and inferences/conclusions.
- English: punctuation, grammar, sentence structure, contextual words, and spelling.
- Science: science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science.

The TEAS-V™ Study Manual (\$46) and the TEAS-V™ Study Package (\$99) are available for purchase at COCC's Bookstore or by direct order at <http://www.atitestng.com/Solutions/PreNursingSchool/TEAS.aspx>. Reserve copies are also available at the Circulation Desk in the COCC Library.

The TEAS-V™ is an online exam which will be offered Winter and Spring terms of 2015 in one of COCC's computer labs. Complete TEAS-V™ information and testing schedule can be found at <http://www.cocc.edu/cap/nursing-admissions-test/>. The test is timed and 3 ½ hours in length.

There is no minimum score required for application to the program. However, the student's "adjusted composite score" will be used in calculating points towards the student's application. The score will be multiplied by .40 in order to determine actual application points.

Students may take the exam up to two times total and must wait a minimum of 90 days between test dates. Students who leave the testing area (other than for approved breaks) without completing the exam, for any reason, will have that testing period counted as one of their two total exams.

To reserve a seat, a \$45 testing fee per test must be paid to the COCC Cashier (Boyle Education Center, or call 541-383-7229 with credit card information). There is a seat limit on each test date, so sign up early and at least 15 business days in advance. Reservations are on a first-come first-serve basis. The \$45 fee is NOT refundable, even if just changing test times. Photo identification is required to test.

Test results are available immediately following the exam. Test scores will be automatically be added to a student's Nursing file once the online application has been submitted.

9. Official Transcripts (for coursework not taken at COCC) No Points Awarded

If using courses from another college or university, applicants must submit official transcripts at the time of application to COCC. The course work will be evaluated and articulated into the student's GradTracks (degree evaluation) account. Official transcripts must be evaluated/articulated into GradTracks by the application deadline of 5pm on June 15, 2015.

If using courses from another college or university that are in progress during the spring term in the year the student applies to the nursing program, students must:

- Submit an unofficial transcript or registration detail by the application deadline verifying spring term enrollment.
- Request that their instructor email Seana Barry (sbarry@cocc.edu) directly with their final grade as soon as it is computed.
- Request that an official transcript be sent from the other college or university as soon as spring grades post. COCC must receive the official transcript of spring term class(es) by the end of June of the application year.

SELECTION PROCESS

Admissions & Records will review all application packets and award points as indicated above. Admission will be granted to the appropriate number of top point recipients. The next four point recipients will be considered alternates. The highest GPA in prerequisite and support courses will be used if a tie-breaker is needed. If a tie still exists after determining GPA, the highest TEAS exam score will be used.

Admissions & Records will notify candidates of their status via mail only; admission status will not be given over the telephone or in person. If an applicant is selected, s/he is conditionally admitted to the program pending completion of the following steps:

- Letter of Agreement and Deposit: All students admitted to the nursing program are required to sign a *Letter of Agreement*, indicating their acceptance of program policies. Selected applicants will have approximately three weeks (exact date on letter) to indicate their acceptance via the above letter of agreement, as well as pay a \$50 nonrefundable deposit. This deposit will be used towards tuition upon entering Nursing I.

- All students admitted to the nursing program must provide official documentation of required immunizations, TB screening, and Healthcare Provider – Level CPR. (See Nursing Program Welcome Letter for more information and deadlines.)
- All students will undergo drug screening and criminal history check with the vendor approved by Central Oregon Community College, prior to entrance into the Nursing Program. Students will be administratively withdrawn from the program and the seat given to an alternate student, if the required screenings are not initiated with the specified vendor, by the due date indicated in the Nursing Program Entrance Policies and Technical Standards Handbook. Students with a positive urine drug screen or a positive criminal history will be disqualified from entering the Nursing Programs at Central Oregon Community College. The Program Director will notify the student of positive drug screens or positive criminal history and their resulting disqualification from the Nursing Program. Students have a right to appeal the decision. See the Nursing Program website for more information.

Academic and Technical Standards: If admitted, students must be able to meet COCC Academic and Technical Standards in order to begin the program. Students should review these standards on the Nursing Department website. A copy of these standards will be mailed to you upon admission into the program. Please contact the Nursing Department or your academic advisor for details.

Dropping out of the Program: Students who begin the Nursing Program but are unable to successfully complete the first year of the program will be treated as first time applicants if they choose to re-apply in a future year. Additionally, students must retake any science and/or computer course/computer competency exam older than five years. Please see the Nursing Program Director for more information.

Program Costs: After admission into the nursing program, tuition, program fees, books and miscellaneous expenses (uniforms, shoes, stethoscope, State Board exams, etc.) are estimated between \$8000 and \$11,000 for completion of the AAS degree. Students are encouraged to apply for financial aid (<http://www.fafsa.ed.gov/>), submit an application for COCC's Foundation Scholarship, and utilize the resources available at <http://www.cocc.edu/Financial-Aid/>. If financial concerns exist about completing the program, please schedule an appointment with COCC's financial advisor at 541-383-7410. Please note that financial aid has a credit maximum.

Alternates

Alternates will be notified of their position on the wait list and will be granted conditional admission if an admitted student declines; alternates may be granted admission as late as the week prior to fall term. If COCC is not able to award an alternate position, the alternate(s) will be guaranteed admission into the following year's program.

Applicants Not Selected

Those applicants not selected for admission will need to submit a new application for each selection process. However, all supporting documentation (official transcripts) will be kept on file and added to the new application for students who apply consecutively. It is the applicant's responsibility to confirm inclusion in the next selection process and ensure that any new application prerequisites have been met. Applicants may retake the TEAS-V™ exam (if eligible under exam guidelines, see TEAS-V™ section); only the highest exam score will be used towards application points.

APPLICATION WORKSHEET: Use this worksheet to assess if Fall 2015 application requirements have been met and to tentatively tally points towards application. See the “Notes” section on next page for notations associated with these courses.

Application Requirements	Complete/Points
Nursing Program Application	No points awarded <input type="checkbox"/>
In-District Residency	No points awarded <input type="checkbox"/>
Short Answer Questions	10 - 30 points, TBD by selection committee
TEAS-V™ Exam	Individual Percentage Score _____ x .40
Official Transcripts (for prerequisite and support coursework not taken at COCC)	<input type="checkbox"/>

Application Prerequisite: Each course must be at a “C” grade or better	
CIS 120 or Computer Competency Exam ¹	<input type="checkbox"/>

Prerequisite Courses: Must be at a “C” grade or better for each course & cumulative 3.0 or higher	School	Year	Credits	Grade
BI 231: Anatomy & Physiology I ¹			4	
BI 232: Anatomy & Physiology II ¹			4	
BI 233: Anatomy & Physiology III ¹			4	
BI 234: Microbiology ¹			4	
MTH 95: Intermediate Algebra (or higher level course)			4	
WR 121: English Composition ²			4	
Prerequisite coursework above must have a cumulative GPA of 3.0 or higher. Cumulative GPA is calculated by multiplying the number of credits by the letter grade (A=4, B=3, and C=2), adding these numbers together, and dividing the total by 24 (the total number of prerequisite credits). The result must be 3.0 or higher. Only whole letter grades are used in the calculation of cumulative prerequisite GPA. When transferring applicable courses, the number of credits used for GPA calculation will be based on the number of credits of the COCC course, regardless of how many credits the course was worth at the transfer institution. ⁴				REQUIREMENT MET? No points awarded.

Support Courses: Must be at a “C” grade or better (whole grades only)	School	Year	Complete?	Points
WR 122 or WR 227 (4 credits): English Composition or Technical Writing			<input type="checkbox"/>	4 classes 30 points
				3 classes 22.5 points
				2 classes 15 points
FN 225: Human Nutrition (4 credits)			<input type="checkbox"/>	1 class 7.5 points
				No classes 0 points
PSY 215 or PSY 215N: Developmental Psych (4 credits)			<input type="checkbox"/>	
CH 104 or CH 221: Chemistry ¹ (5 credits)			<input type="checkbox"/>	

**NURSING PROGRAM
TRANSCRIPT EVALUATION GUIDELINES**

1. Courses cannot be older than five years old at the time of completed application.
2. WR 121: English Composition will be automatically waived if the student submits an official transcript verifying a bachelor's degree from a regionally accredited educational institution and transcripts do not indicate completion of the English Composition class. The grade assigned to the English Composition class will be based on the student's overall GPA in the remaining prerequisite courses.
3. Semester hours transferred from other institutions will be converted to quarter hours before scoring. Fractions for single courses will be dropped. Fractions for two-term sequences will count.

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>Semester Hours</u>	<u>Quarter Hours</u>
1	1.5	5	7.5
2	3.0	6	9.0
3	4.5	7	10.5
4	6.0	8	12.0

Petitions: Exceptions or special conditions not covered by the transcript evaluation guidelines listed above must be petitioned. Normally, petitions are used when a student has a prior educational experience comparable to a requirement, and he/she wishes to have that prior work counted toward the COCC requirement. Petitions are available in the Enrollment Services – Admissions Office, located in Boyle Education Center.

The information in this document reflects an accurate description of the Nursing program selection criteria and process at the time of its publication. However, conditions can and do change; therefore, the College reserves the right to make any necessary changes to the information contained in this packet.

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, (541) 383-7216.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons who, because of a physical or learning disability, need special accommodation should contact ADA Coordinator Joe Viola, (541) 383-7775, in advance of their need for accommodation. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office, 541- 383-7216.

Associate of Applied Science in Nursing: Degree Requirements

Those courses marked with an "*" are required for the certificate in practical nursing. After completion of these courses, students are eligible for COCC's PN certificate and to take the State of Oregon LPN exam.

Application Pre-Requisites		Credits
BI 231	Anatomy & Physiology I ^{1*}	4
BI 232	Anatomy Physiology II ^{1*}	4
BI 233	Anatomy & Physiology III ^{1*}	4
BI 234	Microbiology ^{1*}	4
CIS 120	Computer Concepts I ^{1*}	4
or Test	Computer Competency Test ^{1*}	0
WR 121	English Composition*	4
MTH 95	Intermediate Algebra II*	4

Notes:

1. Science and Computer courses for the nursing program (Anatomy & Physiology, Microbiology, Chemistry and Computer Concepts/Computer Competency Test) may be no older than five years at the time of completed application for the nursing program. The five-year requirement is defined as the academic year the course was taken, e.g., five years from 2015-2016 is 2010-2011.

Support Courses		Credits
CH 104	Intro to Chemistry I ¹	5
or CH 221	General Chemistry I ¹	5
FN 225	Human Nutrition	4
PSY 215	Developmental Psychology*	4
or PSY 215N		4
WR 122	English Composition	4
or WR 227	Technical Writing	4

Required Nursing Courses	Lec	Lab	Credits	
NUR 101	Nursing Fund	1	6	3
NUR 106	Nursing I*	6	159	449
NUR 107	Nursing II*	4	18	10
NUR 108	Nursing III*	6	15	11

All of the courses required for the PN Certificate program must be completed prior to acceptance into Nursing IV.

NUR 206	Nursing IV	6	15	11
NUR 207	Nursing V	5	15	10
NUR 208	Nursing VI	4	19	9

Last updated: 06/2014