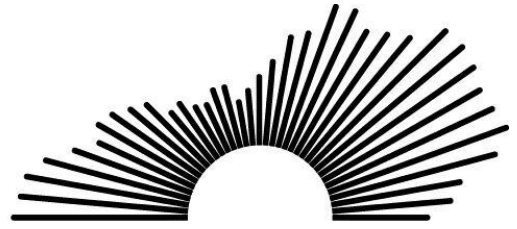


Hopkinsville



Community College

ASSOCIATE DEGREE NURSING PROGRAM

P.O. Box 2100
Hopkinsville, KY 42241-2100
270-707-3700

Nursing Department Main Line: 270-707-3840;
Kristi Martin, Administrative Assistant: 270-707-3841; kmartin0238@kctcs.edu
Mrs. P. Bozarth, Nursing Program Coordinator: 270-707-3844; peggy.bozarth@kctcs.edu
Nursing Fax Number: 270-707-3989

HCC Nursing webpage: http://www.hopkinsville.kctcs.edu/en/Academics/Programs_of_Study/Nursing.aspx
HCC Nursing blog: <http://www.hopkinsvilleccnursing.blogspot.com>

RN PROGRAM ADMISSION INFORMATION PACKET



*KCTCS is an equal opportunity employer and education institution.
Revised November 2014*

*HCC ADN program has conditional accreditation with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404)975-5000.
Approved by Kentucky Board of Nursing. www.kbn.ky.gov*

I. Eligibility

- A. Nursing involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Anyone who makes application to the college as a degree-seeking student may apply to the Hopkinsville Community College Associate Degree Nursing Program. Admission to the program is open to all qualified students regardless of economic or social status and without discrimination, on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

All applicants for the nursing program should possess:

1. sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
2. sufficient auditory perception to receive verbal communication from client and members of the health care team as well as to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
4. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
5. sufficient intellectual and emotional functions to plan and implement care for individuals;
6. the ability to lift and/or move up to 50 pounds and;
7. the ability to be on feet for 8 – 12 hour clinical.

- B. Enrollment in the Associate Degree Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

II. Commitment

The Associate Degree Nursing Program is a vigorous and intense program of study. Success in the program requires a major commitment to make studying a priority. Study outside of class is a requirement as well as practice time for nursing skills. Working more than 20 hours/week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.

III. Nursing Program Admission Requirements

Acceptance into the Associate Degree Nursing program is based upon a selective admission process. The KCTCS system guidelines and HCC admission guidelines will be followed. In addition, the HCC Nursing Program requirements must be met.

An applicant must submit all application materials by May 15th for fall admission cycle and October 30th for spring admission cycle. Those are outlined as follows:

- Submit an application to Hopkinsville Community College to the Admissions Office. All college admission requirements must be met.
- Submit other official college transcripts to the Office of the Registrar for evaluation. The Registrar's office has the final determination in what credits will transfer from other institutions.
- Submit official ACT scores to the Admissions Office. Register at www.actstudent.org.
 - o Minimum acceptable score for consideration to the nursing program is a composite of 20 or SAT CR+M combined score of 950.
 - o The writing portion of the ACT is not required for the nursing program.
 - o NOTE: KCTCS Senate requires results of the ACT regardless of previous degrees and/or credit hours earned.
 - o **NOTE: If you plan to take or re-take the ACT before the admission cycle deadline, please bring your ACT scores to the Nursing Department to add to your application. You should still have your scores sent to the HCC Admissions office to officially be loaded to the college records system.**

- ❑ Attend a Pre-Admission Nursing Conference (PAC) and submit a nursing admission application. The dates and times can be found on the Nursing Website/Nursing Blog. Please see front cover of this packet for the web addresses.
- ❑ Complete the NAA100 Course with the state testing scheduled or have active status on a state nurse aide registry.
 - The NAA100 Nurse Aide Course can be taken either as a traditional class or as an online class. The traditional class runs the full 16-weeks of the semester with on-site classes and exams as well as local clinical experience. The online class consists of three (3) modules.
 - Module 1 – Coursework Component: reading text, watching videos, online assignments, 4 exams
 - Module 2 – Proctored Final Exam; Campus lab for skills check off (held at HCC campus)
 - Module 3 – Clinical Experience – 16 hours at long-term care facility (held at facility near HCC)
- ❑ Complete the National League for Nursing’s Pre-Admission Exam RN Version (PAX-RN) with a percentile score of 70 or higher (overall score of 111 or higher).
 - A student will be eligible to retake the PAX-RN every six (6) months.
 - PAX-RN scores expire after 3 years.
 - Register for exam at www.nlnonlinetesting.org.
- ❑ Must be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.

Applicants may be admitted to the program before completing the following pre-requisite classes and having active status on a state nurse aide registry. However, before enrolling in the NSG101 course the following must be successfully achieved:

- ❑ Completion of the following prerequisites or equivalent courses transferred from another college:
 - BIO137 (Anatomy & Physiology I)
 - PSY110 (General Psychology)
 - MAT150 (College Algebra)
 - Digital literacy must be demonstrated by IC3 competency exam or successful completion of a digital literacy course.
 - **Please see the contact page at the end of this packet for a link to the KCTCS website for information regarding the IC3 Fast Track and IC3 certificate-level examination.**
 - Student must earn a minimum of a “C” in all science, math, and pre-requisite courses.
- ❑ Proof of active status on a state Nurse Aide Registry
 - It is the student’s responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own nursing file.
 - Upon admittance into the ADN program, students must have completed or be registered for the first semester co-requisite courses. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.
 - Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed.
 - Each co-requisite course must be taken in semester indicated or before.
 - The Kentucky Board of Nursing may deny licensure to a nursing graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice. For more information, go to www.kbn.ky.gov.

IV. Selection Process

Admission will be granted to the students who have:

1. **ALL** admission materials submitted by admission cycle deadline;
2. All the application requirements met;
3. The highest PAX-RN composite percentile score.

*Student must be in good academic standing with the College with at least a 2.0 overall GPA with a grade of C or higher in all math, science, and pre-requisite courses.

V. Admission Procedure

Only students with completed files will be considered for admission to the HCC Nursing Program. It is the students responsibility to ensure the file in the nursing department has all documents necessary for admission.

- A. On the basis of the PAX-RN composite percentile score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- B. Applicants will be notified in writing by June 15 for the fall admission cycle and November 30 for the spring admission cycle if they have or have not been selected for enrollment in the nursing program. **No selection information will be available by phone.**
- C. A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.
- D. In the event that a tie should occur in relation to PAX-RN scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.

VI. Post-Admittance Requirements Prior To First NSG Course

After acceptance for admission and before beginning NSG courses, students are required to:

- Provide documentation of results of these lab tests:
 - Tuberculosis Skin Test
 - Varicella
 - Rubella titer
 - Rubeola titer
- Provide proof of health insurance.
- Provide proof of immunity to Hepatitis B and tetanus.
- Show proof of completing CPR certification for healthcare professionals through American Heart Association.
- Complete criminal background check – See section XV.
- Complete nine-panel drug screening – See section XV.

VII. Re-Application Policy

If an applicant is not accepted into the program and wishes to reapply during a different admission cycle, he/she must attend a pre-admission conference and resubmit a nursing admission application by the desired admission cycle deadline to be considered. All program enrollment requirements must be satisfied for the desired year of application. These materials must be submitted by the admission cycle deadline of the semester for which re-application is requested.

If you are not accepted into the program after this conference attendance, you must attend a new conference. Attendance to a conference is required each semester you apply for admission into the program.

VIII. Re-Admission Policy

In order to be considered for re-admission by the Nursing Admissions Committee, the applicant must:

- 1. Submit a written request to the Nursing Program Director; and**
- 2. Meet current admission guidelines specified above; and**
- 3. Be recommended by the nursing faculty from the past semester.**
- 4. Demonstrate competency by:**
 - a) Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and**
 - b) Passing a skills competency review reflective of previously passed nursing courses.**

Note: The exams and skills competency can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be readmitted.

A student may be considered for re-admission to the Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time only if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion. Nursing faculty recommendation will be considered.

If more than three years have elapsed since initial enrollment in the first nursing course of the Nursing Program, an applicant must repeat all nursing courses.

Acceptance of any re-admitted student will be dependent upon available space and resources.

IX. Transfer Policy

Applicants who wish to transfer from one KCTCS Nursing Program or other nursing programs to the Hopkinsville Associate Degree Nursing Program must:

- 1. Meet all admission requirements of the receiving institution;**
- 2. Notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer;**
- 3. Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution; and**
- 4. Submit documents to Admissions Committee of previous courses passed as requested (i.e. course syllabi, course content, course skills, etc.).**
- 5. Demonstrate competency by:**
 - a) Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and**
 - b) Passing a skills competency review reflective of previously passed nursing courses.**

Note: The exams and skills competency can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be accepted. Students who are not successful can elect to enter the applicant pool to the first nursing course.

Mail the transfer documents to the Director of the Nursing Program, P.O. Box 2100, Hopkinsville, KY 42241.

If more than three years have elapsed since initial enrollment in the first nursing course in any registered nursing program, an applicant must repeat all nursing courses.

Acceptance of any transfer student will be dependent upon available space and resources.

X. Practical Nurse Credit

All practical nurses are eligible to receive credit for Nursing Practice I (NSG 101), a nine credit hour course taught during the first semester of the Associate Degree program. The PN does have the option of being considered for the pool of applicants for NSG101.

- A copy of an active PN license must be submitted to the nursing department as part of the application for the Associate Degree program.
- Active status on a state nurse aide registry is not required for the LPN.
- The LPN must adhere to the Admission and Evaluation Procedures.
- Before being admitted into the ADN program, an applicant must have successfully completed the program's pre-requisites and first semester co-requisites. If admitted to the second semester of the program, the LPN must be enrolled in or have successfully completed the second semester co-requisites.

XI. Placement Test (COMPASS)

All first time full-time students must take a placement test (COMPASS) before enrollment in classes at HCC. COMPASS scores may require some students to take remedial courses prior to enrolling in college-level courses. Many students find that they must take two or three semesters of math, reading, and/or English.

This test is scheduled at the Hopkinsville Community College Counseling and Assessment Center located in the Technology Center. Students are encouraged to review prior to testing and to give their best performance on the test. Test results may affect your enrollment. Testing information is available at 270-707-3820. There is no fee for the COMPASS test.

XII. Math Pre-Requisite Notice

In order to begin the RN program, a student must complete College Algebra (MAT150). The pre-requisite for MAT150 is Intermediate Algebra (MAT126). Students may be required to take additional pre-requisites depending upon their COMPASS scores.

XIII. Americans With Disabilities Act/Discrimination

Any physical or mental impairment that substantially limits one or more major life activities is a disability. Any student needing ADA accommodations must contact the Chief Student Affairs Office and Peggy Bozarth, Nursing Program Coordinator.

Hopkinsville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, and marital status in admission to vocational programs or access to or treatment or employment in accordance with Title VI, Title IX, Section 504, and ADA Act. For more information contact Dr. Jason Warren, Chief Student Affairs Officer or by mail at Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.

XIV. Expenses And Financial Assistance

Financial assistance is available in the form of scholarships, grants, loans, and work-study. Information on financial assistance can be found on the college website and at www.kbn.ky.gov/education. Please see Contacts section at the end of this packet for HCC Financial Aid department's contact information.

In addition to tuition costs, nursing students are responsible for supplemental expenses such as: transportation to various clinical facilities, purchase of professional liability insurance, textbooks, blood tests, uniforms, etc.

Anticipated Additional Expenses not including tuition:

First Year

1. Professional Liability Insurance: \$22
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books (1st semester): \$850
Books (2nd semester): \$500
5. Travel to school and clinical facilities: \$200
6. Nursing lab supply kit: \$150
7. Verified Credentials background check: \$50
8. Drug Screen: \$50
9. HKANS & NSNA Membership Fees: \$40
10. Blood tests: \$200
11. CPR Training: \$50
12. Unbound Medicine Program: \$160
13. Handheld electronic device (iPod Touch or Smart Phone): varies according to vendor

Second Year

1. Professional Liability Insurance: \$22
2. Books (3rd semester): \$250
Books (4th semester): \$150
3. Travel to school and clinical facilities: \$200
4. Nursing lab supply kit: \$100
5. HKANS & NSNA Membership Fees: \$50
6. Blood Test & CPR: \$75
7. Drug Screen: \$50
8. Nursing pin (optional): \$80-480
9. NCLEX Review Course: \$300
10. NCLEX Exam: \$200
11. Licensure Fee (Varies by state): \$110

Note: All fees are approximate and subject to change without notice.

XV. Program Criminal Background Check and Drug Screen Policies

The Nursing Programs in the Allied Health Division at Hopkinsville Community College requires students to obtain criminal background checks through Verified Credentials. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Hopkinsville Community College has established an acceptable screening procedure, which will be provided upon acceptance into the program. Students who fail to submit a background check cannot complete or maintain enrollment in any Hopkinsville Community College health program.

If a facility requires additional criminal background checks it will be the responsibility of the student to obtain the check and have the information sent to the facility.

Because we are a Health Care Industry provider and both the general public and our clinical facilities expect and require drug free students/employees, ALL STUDENTS will be required to submit an annual nine panel drug screening test. Information for completing this procedure will be provided upon acceptance into the program.

The Nursing Coordinator will maintain all records and a confidential database concerning students' criminal histories and drug test results. This information will be filed in a secured area to ensure confidentiality and will not be released to any third party without written consent and knowledge of the student.

XVI. NCLEX Crime Conviction Guidelines

Students that have been convicted of a felony or misdemeanor must submit documentation to the board of nursing in the state of desired application. Contact the board of nursing at least six months prior to graduation. You may want to contact the board of nursing before beginning the program of nursing. The state board of nursing has the final decision to allow students to take the NCLEX. This process should be taken seriously!

Listed below are the actual crime conviction guidelines:

- (1) Pursuant to KRS 314.091(1)(b), a conviction of a felony or misdemeanor shall be considered as bearing directly on the qualifications or ability of an applicant to practice nursing if the conviction involved:
 - (a) Dishonesty;
 - (b) Substance abuse;
 - (c) Sexual offenses;
 - (d) Breach of trust;
 - (e) Danger to the public safety;
 - (f) Physical harm; or
 - (g) Endangerment.
- (2) A felony or misdemeanor conviction shall be reviewed to determine whether:
 - (a) The application shall be processed with no further action;
 - (b) The application shall be processed only after the applicant has entered into an Agreed Order with the Board with terms and conditions as agreed to by the parties; or
 - (c) A Notice to Deny Licensure shall be issued. A Notice to Deny Licensure shall inform the applicant that he may request a hearing. The request shall be in writing.
- (3) A complaint received by the Board alleging a violation of KRS 314.091(1) shall be handled in the same manner as set forth in subsection 2 of this section.

XVII. Curriculum Requirements

Catalog Number	Course Title	Credit
Pre-requisite courses		
^+ BIO 137	Anatomy & Physiology I	4
^+ MAT 150	College Algebra	3
^ PSY 110	General Psychology	3
Active status on a state nurse aide registry or by completing +NAA100 (Nursing Assistant I) and passing the state nurse aide exam.		
Documentation of digital literacy must be demonstrated by digital literacy competency exam IC3 or ^CIT 105 Introduction to Computers course		
First Semester		
^ PSY 223	Developmental Psychology	3
^+ BIO 139	Anatomy & Physiology II	4
+ NSG 101	Nursing Practice I	9
Second Semester		
^ ENG 101	Writing I	3
^	Oral Communications	3
+ NSG 210	Medical/Surgical Nursing I	6
+ NSG 212	Behavioral Health Nursing	3
+ NSG215	Pharmacology I	1
Third Semester		
^ ENG 102	Writing II	3
^+ BIO 225	Medical Microbiology	4
+ NSG 220	Medical/Surgical Nursing II	6
+ NSG 211	Maternal Newborn Nursing	3
Fourth Semester		
^	Heritage/Humanity	3
+ NSG 230	Medical/Surgical Nursing III	6
+ NSG 213	Pediatrics Nursing	3
+ NSG 225	Pharmacology II	1
Totals		71

^ General Education Courses: The 33 credit hours of general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NSG and general education course/courses for that semester.

+ Must earn a minimum of a “C” in all pre-requisite, science, math, and nursing courses to progress in the program. Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed.

Nursing Program Grading Scale: A: 92 – 100
 B: 84 – 91
 C: 75 – 83
 D: 65 – 74
 E: 0 – 64

HELPFUL CONTACTS

HOPKINSVILLE COMMUNITY COLLEGE REGISTRAR'S OFFICE – For transcript evaluation

Melissa Stevenson, Registrar
Phone (270) 707-3811

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC

Phone (270) 707-3810

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID

Phone (270) 707-3830

HOPKINSVILLE COMMUNITY COLLEGE ADVISING CENTER – For students new to HCC

Phone (270) 707-3820

If you are already a student at HCC and would like to request an appointment with a nursing advisor, please call the Nursing department at (270) 707-3840.

IC3 FAST TRACK OR IC3 CERTIFICATE-LEVEL EXAMINATION – To demonstrate digital literacy

http://hopkinsville.kctcs.edu/en/Admissions/Testing/IC3_Computer_Literacy_Exam.aspx

NURSE AIDE COURSE (NAA100)

Veronica Tolbert, VLI Division Assistant
Phone (270) 707-3858
Email: vtolbert0002@kctcs.edu

Brenda Hickland, VLI NAA100 Coordinator
Phone (270) 707-3851
Email: bhickland0001@kctcs.edu