



**ASSOCIATE IN SCIENCE DEGREE
NURSING PROGRAM
INFORMATION PACKET**

**APPLICATION DEADLINE FOR FALL 2020
Thursday, June 11 at 4:00 p.m.**

**Chipola College
3094 Indian Circle
Marianna, FL 32446-2053
[Chipola College Nursing](#)**

Table of Contents

WELCOME.....	3
ADN APPLICANT CHECKLIST.....	4
MINIMUM CRITERIA FOR ADN APPLICATION.....	5
GENERAL PROGRAM INFORMATION.....	6
NURSING APPLICATION FOR THE ADN PROGRAM.....	9
CRITERIA FOR POINTS TOWARD ADN PROGRAM ADMISSION.....	13
OPTIONAL CRITERIA FOR ACCEPTANCE.....	14

WELCOME

Welcome to Chipola College School of Health Sciences information packet for the Associate in Science Degree in Nursing (ADN). The information included in this packet is intended to give you an overview of the nursing program and the process for becoming a nursing student.

The ADN program is 72 credit hours. The program is approved on a continuing basis by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4444. The ADN program is accredited, by the Accreditation Commission for Education in Nursing, Inc. (1997), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org.

Upon successful completion of the program, the student receives an Associate in Science Degree in Nursing and is qualified to apply for the State Board of Nursing NCLEX examination. If successful on this exam, the graduate becomes a registered nurse (RN). A Baccalaureate of Science in Nursing (BSN) program was established in 2008 providing RNs a pathway to obtain a BSN.

The faculty are experientially prepared both academically and clinically. They are committed to providing a rigorous nursing curriculum that offers the student the opportunity to develop knowledge and skills that are necessary to promote better health care for all people in the community. Students receive guidance in a simulated lab along with supervision in the clinical facilities.

I wish you the best as you pursue your educational journey in health care,

Dr. Trilla A. Mays
Dean, School of Health Sciences

ADN APPLICANT CHECKLIST

Completion of this checklist alone does not guarantee acceptance to the Associate in Science Degree in Nursing Program. **Students MUST complete the checklist in order.** Only applicants who have been fully admitted to Chipola College, which includes an evaluation of all transcripts, will be considered. Any applicant who has not been admitted to Chipola College will be rejected.

STEP ONE:

Complete all admission requirement and receive letter of acceptance to Chipola College:

- Complete the Chipola College Admission Process; <https://my.chipola.edu/ICS/Admissions/>
- Send official transcripts from all colleges you have attended to the Admissions Office.
- Apply for Free Federal Student AID (FASFA) and scholarships.
- Meet with an advisor and register for any non-nursing courses needed.

STEP TWO:

Submit Nursing Application (after completing step 1):

- Complete the required general education prerequisite courses.
- Complete the TEAS Test (HESI exam is acceptable if taken at Chipola within the last 2 years).
- Complete the ADN Application: page 10 - 13
- Attach all documentation to your application for awarding of points; page 14 - 15
- Make copies of your application and attachments for your records.

STEP THREE:

Letter of conditional acceptance will be mailed within 3 weeks after application deadline:

- Return the Letter of Intent indicating if you accept or decline your seat in the program to the Health Sciences Dean by the date specified in the conditional acceptance letter.

STEP FOUR:

Information with deadlines for full acceptance:

- Register and pay for the Document Management System. Then complete all of the following by the deadline specified in your follow-up letter:
 - Submit the physical examination form, immunization record, and personal history form.
 - Submit a copy of a current CPR card.
 - Complete the urine drug and alcohol screening.
- Schedule and pay for your fingerprinting background screening (information will be sent in the letter).
- Attend Nursing Orientation the week prior to the first day of classes.

NOTE: for full acceptance, you must have a clear fingerprint background screening, negative alcohol screen, and negative urine drug screen; all health information, immunizations, titers, PPD, CPR card, and any other required information uploaded to Castle Branch; and attend the Nursing Orientation.

MINIMUM CRITERIA FOR ADN APPLICATION

Chipola College has an open door policy; however, the nursing program is limited access. This means you must apply separately to the ADN program. The college and ADN program applications are a separate process requiring the college application prior to submitting the ADN application.

1. College Application

All applicants to the ADN program must submit the Chipola College application and be accepted to Chipola College as a student in good standing.

It is recommended that a student begin the Chipola College admission process six weeks before the application deadline if transferring in for nursing admission.

2. Academic requirements for ADN Application Submission.

Applicants must have a minimum 2.50 GPA for nursing general education courses and an all-college GPA of 2.0 or higher. The nursing office will verify the GPA for nursing by calculating the GPA for nursing required prerequisite courses only.

3. Prerequisite course requirements.

All full-time program applicants, at the time of application deadline, must have successfully completed the required prerequisite courses with a grade on their Chipola transcript to apply. The required prerequisite courses are Anatomy and Physiology I, English Composition I, College Algebra or higher level Math, and General Psychology. Applicants are responsible for requesting up-to-date transcripts be sent to Chipola when a course has been completed at another college.

****Note:*** A grade of less than a "C" received in any prerequisite or corequisite course must be retaken to receive a grade of "C" or higher posted on their transcript before the student can apply or reapply to the program.

4. Nursing Admission Test

ADN program applicants are required to take the Test of Essential Academic Skills (TEAS) or the HESI exam. The exam must be current within the two years prior to the application date.

If the student has taken the TEAS or HESI elsewhere, it is the student's responsibility to obtain the official test transcript and submit it in a sealed envelope with the nursing application.

5. Students must be 18 years of age from the first day of the semester of the nursing program.

6. Individuals with a criminal history may be ineligible for admission to nursing or any health sciences program.

7. Individuals with a positive drug and/or alcohol screen will be ineligible for admission to the ADN program. After proof of attending drug/alcohol counseling, the student may reapply for the nursing program during the next available admission into the program. Any student who tests positive a second time will be disqualified from ever applying to the nursing or any health sciences program.

GENERAL PROGRAM INFORMATION

Performance Standards for Admission and Progression

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. All students must be able to meet these essential functions with or without reasonable accommodations for admission and progression in the program. The student requiring reasonable accommodations must schedule a meeting with the Disability Student Services Office.

Functional Ability	Examples (not all-inclusive)
Gross Motor Skills	Sit/stand and maintain balance Reach above shoulders (e.g., IV poles) Reach below waist (e.g., plug electrical appliance into wall outlets)
Fine Motor Skills	Grasp small objects with hands (e.g., IV tubing, pencil) Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist or squeeze (e.g., turn objects/knobs using hands, squeeze eye dropper)
Physical Endurance	Stand for prolonged periods (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift) Push, pull, lift and support 25 pounds (e.g., position clients, ambulate client, pick up a child) Move heavy objects weighing from 11 to 25 pounds
Mobility	Twist, bend, stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs)
Hearing	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)
Vision	See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects more than 20 feet away (e.g., client in a room or at the end of the hall) Distinguish color (e.g., color codes on supplies, charts, bed) and color intensity (e.g., flushed or pale skin) Visual acuity to read calibrations on 1 ml syringe Spatial relationship ability (e.g., administer injections or assess wounds of varying depths)
Tactile	Ability to feel pulses, feel skin temperature changes, palpate veins, etc.
Smell	Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) Detect smoke, gases, or noxious smells
Emotional Abilities	Establish therapeutic boundaries while providing patients with emotional support Deal with the unexpected (e.g., complex patient situation, crisis) Focus attention on task, including in distracting/chaotic environment Work with other healthcare providers in stressful situations in a professional manner Perform multiple responsibilities concurrently
Interpersonal Abilities	Communicate clearly and correctly in writing and verbally in English (e.g. education patients, write nurse's notes in the health record) Ability to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds Negotiate conflict

References

Persaud, D., & Leedom, C. L. (2002). The Americans with Disabilities Act: effect on student admission and retention practices in California nursing schools. *Journal of Nursing Education, 41*(8), 349–352.

Adapted from: Yocum, C. (1996). Validation study: Functional abilities essential for nursing practice. National Council of State Boards of Nursing, Inc.

Nursing education has three components:

1. Theory instruction, in-class or online.
2. Skills laboratory (lab) is where students learn psychomotor hands-on skills and the decision-making for those skills.
3. Clinical experience in extended care, acute care, and community agencies is where students learn the holistic practice of nursing.

Academic credits for lecture is ½ contact hour per credit hour per week.

Academic credits for lab and clinical are 1 clinical hour per credit hour per week

Nursing courses require more in-class hours-per-week than most academic courses due to the clock to credit hours' ratio. Generally nursing classes, clinical, and skills lab are offered over three to four days a week, with periodic testing on another day. The lecture and testing can be scheduled during the morning or afternoon. The skills lab and clinical hours can be scheduled during the day, the evening, Monday through Friday or Saturday and Sunday. Schedules vary each semester.

The ADN program qualifies for financial aid. An individual student's award is based on credits per semester. We recommend that students look at the credit allocations for nursing *by semester* for full-time nursing (with and without the co-requisite general education courses) and consider the related financial aid allocations.

Fall and Spring Admissions

Students may be admitted in August (fall semester) or January (spring semester). The nursing courses are offered over four semesters (two years). Each NUR course is offered two out of the three semesters in an academic year. The nursing courses during each of the four semesters total 12-18 credit hours.

Students taking the first semester nursing courses (NUR 1020C & NUR 1020L, NUR 1280C & 1280L, and NUR 1141) should plan for at least 15 hours (total contact hours) Monday through Friday in class, lab, clinical, and taking tests. Students should allow 2 to 3 hours of study per contact hour or 30 to 45 hours for studying and clinical preparation for a total of 45 to 60 hours of time devoted to the three NUR courses in the first semester of the nursing program. For those students who are also taking Anatomy and Physiology II with a lab (BSC 2086 & BSN 2086L), an additional 6 hours of class/lab and an additional 12 hours for studying. The first semester nursing student taking 15 credit hours will need to devote approximately 64 hours for class, lab, clinical, and study/preparation. To be successful in this nursing program, **we recommend that students are not employed while in the program.** See example below for the required hours of a student who has not completed all of the non-nursing courses for the first semester.

Course	Contact hours per week	Study hours (2-3 hour per contact hour per week)	Total hours per week
NUR 1020C & 1020L	12 hours	24 – 36 hours	36 – 58 hours
NUR 1280C & 1280L	1.5 hours	3 – 4.5 hours	4.5 – 6 hours
NUR 1141	1 hours	2 – 3 hours	3 – 4 hours
BSC 2086C & 2086L	6 hours	12 – 18 hours	18 – 24 hours
Total hours per week for a 16 week semester			61.5 – 92 hours per week

Time management is key to success in any health sciences program, especially in nursing. Below is a worksheet you can use to assist you. Directions:

1. Block off the time you are in class, lab, or clinical.
2. Block off time each day to study (2 to 4-hour time blocks).
3. Block off time for meals and sleep. Remaining hours are what you have left for other activities.

TIME MANAGEMENT WORKSHEET

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							



NURSING APPLICATION FOR THE ADN PROGRAM

NAME _____ Gender: _____ Chipola Student ID# _____

Ethnicity: Non-Hispanic/Latino Hispanic/Latino

Race (Choose one or More): White Black Asian American Indian/Alaska Native
 Native Hawaiian or Islander Choose Not to Specify

Mailing Address: _____

Email: _____ Phone: Home _____ Cell _____

Are you currently enrolled in a school/college? ___ No ___ Yes

If yes, Where? _____ When will the term end? _____

List courses you are currently enrolled in: _____

EDUCATION

OFFICIAL TRANSCRIPTS(s) must be received and evaluated by the Office of Admissions & Records.

ALL schools and colleges attended must be listed for the application to be complete. Use Additional sheets if necessary.

Name of School	Location of School	From Month/ Year	To Month/ Year	Year Diploma, Degree or Certificate awarded	Major/ Minor

Have you attended a Nursing program/classes before? ___ No ___ Yes

If yes, where and when _____

If yes, have you attached a letter of good standing ___ No ___ Yes

Students who have twice earned a grade of "D" or "F" in ANY nursing course from ANY institution are ineligible for the nursing program.

Have you previously earned a grade of "D" or "F" in any Nursing Courses at any institution? ___ No ___ Yes
if yes, please indicate the Institution and courses: _____

LICENSES AND CERTIFICATION

Type	Issued by Which State or Agency?	License Number	Date Issued

HEALTH RELATED WORK EXPERIENCE AND/OR VOLUNTEER EXPERIENCE

Use additional sheets if necessary

1. Employer/Agency: _____ Dates of employment: From _____ To _____
Mo. /Yr. Mo. /Yr.

Address: _____ Phone: _____ Extension: _____
Street & Number City State

Supervisor's Name: _____ Title: _____

Nature of your Job Duties: _____

Reason for leaving: _____ Full-Time _____ Part-Time _____

2. Employer/Agency: _____ Dates of employment: From _____ To _____
Mo. /Yr. Mo. /Yr.

Address: _____ Phone: _____ Extension: _____
Street & Number City State

Supervisor's Name: _____ Title: _____

Nature of your Job Duties: _____

Reason for leaving: _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any programs in the Health Sciences Division. I further understand that background checks, drug screening and alcohol testing are routinely required at most clinical facilities prior to the student being allowed clinical placement.

Applicant's Signature

Date

IN CASE OF EMERGENCY NOTIFY:

Name: _____ Relationship: _____

Address: _____
Street & Number City State Zip

Phone: _____

RETURN APPLICATION TO:

**Chipola College
Dean, School of Health Sciences
3094 Indian Circle
Marianna, FL 32446**

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Any questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator at (850) 718-2269, Building A, Room 183-A or by mail at 3094 Indian Circle, Marianna, FL 32446-2053.



APPLICANT'S ACKNOWLEDGEMENT

_____ The College will not provide copies of submitted documents to students. Therefore, I understand that I must keep copies of all documents submitted.

_____ I understand and agree that I will be bound by the College's regulations as published in the college catalog and program syllabus/handbook.

_____ I understand that by completing this application, I am not guaranteed admission into the program.

_____ I understand that a FBI Report and Drug Screen are required as part of the application process. I further understand that if the drug test come back positive or if there is a problem with the FBI Report, I may not be accepted or remain in the program.

_____ I understand and agree that I may be randomly tested for drugs and/or alcohol throughout the nursing program. I further understand that if any drug/alcohol test comes back positive I will be dismissed from the program.

By initialing each line above and signing below, I am certifying that the information given in this application is complete and accurate and understand that any misrepresentation of facts may result in immediate dismissal from the program.

Applicant's Printed Name

Applicant's Signature

Date

PLEASE NOTE:

The Nursing Selection Committee will consider all eligible applicants and select the most qualified applicants. Final acceptance and enrollment is based on the completion with a "C" or better of required courses that have been completed at the time of application, cleared criminal background screening, negative drug/alcohol tests, and the completion of other requirements such as current CPR, immunizations, and physical exam.

This list is not meant to be all inclusive; Chipola College reserves the right to make changes in the admission criteria as circumstances require. Every reasonable effort will be made to communicate changes in the program to interested students. The Florida Board of Nursing has the authority to deny licensure as a registered professional nurse to applicants with a conviction, a plea of no-contest, or guilty plea, regardless of adjudication, for any offense other than a minor traffic violation. Any charges which arise after acceptance into the Nursing Program must be reported to the Dean School of Health Sciences within three business days of the charge.

CRITERIA FOR POINTS TOWARD ADN PROGRAM ADMISSION

PLEASE PRINT

Date: _____

Name: _____ Chipola ID: _____

Street Address: _____ City: _____ State: _____ Zip _____

Chipola College E-mail: _____
 (If your mailing address changes, you must notify the college immediately)

Required Criteria for Acceptance

The points are awarded for **FIRST** or **SECOND ATTEMPTS** grades; additional attempts do not receive points.

CRITERIA	POSSIBLE POINTS	ACTUAL POINTS	VERIFIED (office use only)
BSC 2085C (or transferable equivalent)	A = 8 B = 4 C = 1		
BSC 2085L (or transferable equivalent)	A = 8 B = 4 C = 1		
ENC 1101 (or transferable equivalent)	A = 3 B = 2 C = 1		
PSY 2012 (or transferable equivalent)	A = 3 B = 2 C = 1		
MAC 1105 or higher (or transferable equivalent)	A = 8 B = 4 C = 1		
TEAS or HESI exam taken within the last 2 years. NOTE: You can only receive points for one exam			
Choose One	HESI (if done at Chipola within the last 2 years) Date of test: _____	90+ = 3 81-89 = 2 75-80 = 1	
	TEAS Date of test: _____	90+ = 3 81-89 = 2 75-80 = 1	
Prerequisite GPA	3.50+ = 3 3.01-3.49 = 2 2.50-3.00 = 1		
REQUIRED CRITERIA POINTS			

OPTIONAL CRITERIA FOR ACCEPTANCE

The points are awarded for **FIRST or SECOND ATTEMPTS** grades; additional attempts do not receive points.

CRITERIA		POSSIBLE POINTS	ACTUAL POINTS	VERIFIED (office use only)
BSC 2086C (or transferable equivalent)		A = 8 B = 4 C = 1		
BSC 2086L (or transferable equivalent)		A = 8 B = 4 C = 1		
DEP 2004 (or transferable equivalent)		A = 3 B = 2 C = 1		
MCB 2010C (or transferable equivalent)		A = 8 B = 4 C = 1		
MCB 2010L (or transferable equivalent)		A = 8 B = 4 C = 1		
Humanities elective		A = 3 B = 2 C = 1		
Associate or higher degree with a 3.25 or higher GPA at the time of degree conferral		1		
Choose One	LPN or Paramedic (must attach license)	2		
	Certification in a health field such as nursing assistant, surgical technologist, etc. (not CPR).	1		
OPTIONAL CRITERIA POINTS				
REQUIRED CRITERIA POINTS				
TOTAL POINTS				

NOTE: In the event there are more students than available spaces with the same number of points, one point will be awarded to all students living in the Calhoun, Holmes, Jackson, Liberty, and Washington County area. The total points will be recalculated. The final selection will be based on the final calculated points.