



# FALL 2011 PRACTICAL NURSING GUIDE

(Revised January 2010)

## ADMISSION INTO PRACTICAL NURSING

### ADMISSION REQUIREMENTS

**Applicants are responsible for completion of the following admission criteria. Candidates for the Practical Nursing program MUST:**

1. Submit a completed MCC Application for Admission by October 15.
2. Be a high school graduate or have an adult high school diploma or high school equivalency certificate (GED) that meets North Carolina standards.
3. Submit a high school/GED/Adult High School transcript and any necessary college transcripts. (MCC reserves the right to test for proficiency any applicant asking for transfer credit on theory or clinical course.)
4. Successfully complete the assessment inventory requirements for the nursing program by October 15.
5. Have a minimum of NA I competency evaluation and current Registry Listing or be currently enrolled in a Nurse Aide I course.
  - a. Students who hold NA I certification must submit their NC Registry Listing by October 15.
  - b. Students currently enrolled in a NA I course must submit a NA Enrollment Verification form by October 15. (Forms are available at the Information Desk.) Upon completion of the NA I course, students must submit a copy of their NC Registry Listing to the Admissions Office no later than February 15.
6. Applicants who have completed all admissions requirements (1-5 above) will be eligible to take the Test of Essential Academic Skills (TEAS).
7. Attend mandatory orientation sessions conducted by college representatives in April and June unless other arrangements are made with the Program Director.
8. Be certified with CPR for Healthcare Providers. Documentation must be submitted to the Admissions Office prior to registration and certification must be maintained throughout enrollment.
9. Meet physical and emotional health requirements necessary to provide safe nursing care. If provisionally accepted, the applicant will receive an Applicant Medical Form provided by the Admissions Office. The Physical Examination portion of the form must be **completed, signed and dated** by a physician, physician assistant, or nurse practitioner. The Immunization Record requires a **clinician signature or clinic stamp and must be dated**. The completed form should be returned to the Admissions Office by the designated due date or the provisional acceptance will be forfeited. The Applicant Medical Form will be reviewed by the Practical Nursing Program Director and must be approved before the applicant can register.

### ADMISSION CRITERIA

Admission to the Practical Nursing program is based on completion of all admission requirements including appropriate academic assessment outcomes. It is the **student's** responsibility to ensure that documentation of testing and/or courses completed is transmitted to the Admissions Office. Prospective students are not considered for admission until all paperwork and all assessment benchmarks are complete and verified through the Admissions Office.

After all criteria for admission have been satisfactorily completed, applicants will be evaluated for provisional acceptance. Each applicant will receive written notification from the Admissions Office concerning provisional acceptance or placement on the Practical Nursing alternate list.

### ASSESSMENT INVENTORIES

Nursing applicants may meet program assessment requirements through the following ways:

- Appropriate ASSET/COMPASS/Accuplacer scores (Writing, Reading and Numerical) **-or-**
- Appropriate SAT or ACT scores **-or-**
- Completion of required remediation **-or-**
- Appropriate transfer credits **-or-**
- Appropriate advanced placement credit

Contact the Admissions Office for more information.

### Practical Nursing Deadlines

Application Deadline .....	Oct. 15
Assessment Inventory Deadline .....	Oct. 15
Test of Essential Academic Skills (TEAS) .....	Nov-Dec
Confirmation of Program Option .....	December 15
Provisional Acceptance Notification .....	Feb. 15
Confirmation of Provisional Acceptance.....	March 15
Mandatory Orientation .....	mid-April
Mandatory Orientation .....	mid-June
CPR for Health Care Providers.....	July 1
Physical Exam (Medical) Form .....	mid-July
Priority Registration .....	late July

**FAILURE TO MEET DEADLINES  
WILL RENDER APPLICATION INVALID.**

### ADMISSION TEST

Applicants who have completed all admission requirements will be eligible to take the Test of Essential Academic Skills (TEAS). Qualified applicants will be notified concerning the testing schedule. Each applicant may take the test two (2) times per year at a cost of \$25 per test session.

## POINT SELECTION PROCESS

A point selection process will be used to rank applicants for acceptance into the program. The selection process will be for those applicants who have completed all the Admissions Requirements. Applicants will be ranked based on the following criteria: (1) Test of Essential Academic Skills (TEAS) scores; (2) previous secondary and post-secondary academic work; and (3) county residence. **In early February, the point selection process will be completed and applicants will be notified about acceptance or placement on an alternate list. You will be notified by mail mid-February.**

## APPLICANTS FOR READMISSION

A student previously enrolled in the Practical Nursing program at MCC who withdrew in good academic standing (making satisfactory progress and eligible to continue at the time of withdrawal) because of documented medical reasons will be given first consideration. Other students in good academic standing will be considered next. Students who have withdrawn or have been suspended or dismissed for academic, attendance, or disciplinary reasons will be considered last. **A student may be admitted to the Practical Nursing program only twice, including re-instatements.**

Should there be competition for space available for transfer applicants and applicants for readmission, applicants will be prioritized based upon admission criteria and overall GPA at the time of withdrawal or dismissal. Applicants in good academic standing will be given priority consideration

## REAPPLICATION FOR SUBSEQUENT SCHOOL TERMS

If you are not accepted into the program or if you are accepted but decide not to attend and wish for your application to be considered for another academic year, you must reapply for admission by completing a new application. *Your application will not be considered unless you reapply.* You should reapply as soon as possible or by October 15 for the next school year. *A student may be provisionally accepted only twice.*

## TRANSFER APPLICANTS (Transferring credits to MCC)

Positions are sometimes available in Spring Semester for students from other nursing programs. All students applying for transfer to MCC should complete the application process by October 15 and will be required to take a minimum of Spring Semester and Summer Session course and clinical requirements at MCC. Any transfer credits must be a grade of "C" or above and be evaluated by Student Services prior to entrance. The College reserves the right to test any applicants requesting transfer credit on any theory or clinical course.

Applicants for transfer must apply for admission in the same manner as new applicants, must meet the requirements for entrance for new applicants, and must submit an official transcript from his/her former school of nursing along with course descriptions and evidence of content completed (i.e. course outlines, skills checklists, etc.) Applicants in good academic standing eligible to return or continue will be given priority consideration.

## MEDICAL HISTORY REPORT

Each of the 30 applicants selected for acceptance into the program is required to submit a medical history report completed, signed and dated by his/her physician. The report **must** include TB test results, done after July 1 of the year of admission, proof of MMR or titer, proof of varicella or titer, and Td within 10 year along with other state specified information. Applicants selected for acceptance must also provide a record indicating that he/she has received a Hepatitis B vaccination or sign a form declining the vaccination. Forms will be provided by the Admissions Office and the applicants will be notified of the due date. Once enrolled, students may be subject to random drug testing at Stanly Regional Medical Center prior to the start of the clinical experience. (See "Criminal Records, Drug Testing and Health Screening" section at the bottom of this page for other clinical site requirements.) Incomplete medical forms will be returned to the applicant for completion. **Acceptance is provisional pending receipt of the completed and approved medical form.**

## MANDATORY ORIENTATION

Applicants selected for admission will be contacted about attending mandatory orientation sessions conducted by college representatives. Each applicant is required to attend these orientation sessions unless other arrangements are made with the Program Director. Applicants who fail to attend without prior approval **will forfeit** their position in the program.

## COSTS

The total estimated cost of the nursing program is approximately \$4,557.80 for North Carolina residents. The total estimated cost for out-of-state residents is approximately \$12,592.40. These costs are subject to change. For more detailed cost information, see the attached "Estimated Costs by Semester" sheet.

*A student may forfeit his/her position in the program if tuition and fees are not paid by designated payment due dates.*

## Financial Assistance

All dental applicants are encouraged to apply for financial aid assistance. For more information, contact the Financial Aid Office at MCC or visit [www.fafsa.edu.gov](http://www.fafsa.edu.gov). Scholarships and veteran's benefits information is also available.

## Nelnet

MCC is proud to offer Nelnet as a convenient budget plan. This is a payment plan, not a loan program. For more information, click on the *e-Cashier* logo on our website: [www.montgomery.edu](http://www.montgomery.edu) or call Helen Rushing at 910-576-6222, Ext. 220.

## CRIMINAL RECORDS, DRUG TESTING AND HEALTH SCREENING

Affiliating agencies used by MCC's Practical Nursing program will require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by **any inability** to meet the agency requirements for student placement.

## RELATED INFORMATION ABOUT PRACTICAL NURSING

### ACADEMIC REQUIREMENTS, HOMEWORK, & WORK RECOMMENDATIONS

The majority of the Practical Nursing program involves approximately three to six hours per day of classroom/online and/or clinical work and approximately three to six hours per day of homework and class preparation. Nursing students are required to maintain at least a 2.0 GPA (a "C" average) to remain in the program with a grade of "C" or better on each nursing course and BIO course. Graduates are eligible to take the National Council Licensure Examination for Practical Nurses.

Due to the significant amount of time required for class, clinical and homework responsibilities, it is recommended that nursing students **not** be employed during the program or, if employed, work only part-time. Please prepare your family for the significant amount of time required for you to successfully complete the program.

### ATTENDANCE

Students accepted into the nursing program **must** attend at least 90% of the class meetings in order to pass a course. Tardiness exceeding five minutes may constitute an absence. Appointments should be scheduled during non-class/clinical hours.

### CLASS SIZE

Class size is limited to 30 students for the day option and 15 students for the hybrid option. The first 45 applicants with the highest point totals are offered positions in the upcoming program. The remaining qualified applicants are placed on an alternate list. If any of the applicants offered a position decline that offer, applicants on the alternate list will be contacted about filling the available positions. *Please note: A student may be accepted only twice into the program*

### CLINICAL SITE

The nursing class performs clinical work primarily at Stanly Regional Medical Center and in Albemarle and other sites in the area two days per week. While many students carpool to the clinical sites, each student is responsible for arranging their own transportation.

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

### HOURS

Practical Nursing at MCC is a comprehensive, two-semester/one summer session (one-year) program. There are two options for enrolling in classes: (1) day option, or (2) hybrid (online, weekend, and evening) option.

Most classes for the day option are held between 8 am and 3 pm, with clinical days starting at 6:30 am. During Spring Semester and Summer Session, afternoon and evening clinical hours are required.

For the hybrid option, most lecture will be delivered online and students will meet with an instructor at appointed times, usually 1-2 evenings per week throughout the semester. Clinical hours will be held during weekend hours.

### INSURANCE

Students are required to pay \$11 per year for liability insurance and \$1.60 per term for accident insurance. These fees are due at registration. Students are highly encouraged to carry personal health and additional accident insurance for their own protection.

### JOB REFERRAL SERVICE

Job opportunities for nursing graduates are plentiful at present across North Carolina. The job openings received at MCC have averaged between \$11 and \$18 per hour. MCC coordinates its job referral service for regional and statewide nursing openings through the Employment Security Commission and the Montgomery County JobLink Career Center.

### PRACTICAL NURSING CLUB

All students accepted into the nursing program are highly encouraged to become members of the Practical Nursing Club, an SGA club. Member benefits include assistance with expenses for practical nurse licensure and the purchase of the practical nursing pin for the pinning ceremony. Members also have the opportunity for participation in social and civic activities throughout the academic year.

### RELATED CLASSES

Prior to acceptance into the nursing program, students may enroll in the related courses. By passing these related classes ahead of time the course load in nursing the following year will be reduced. However, completing related courses early may impact financial aid awards. Students should consult the financial aid staff for more information.

Being enrolled in these related classes, however, **does not guarantee a position** in the nursing class for the following year. Each applicant will still have to compete for the available positions using the regular nursing admissions criteria. Applicants may transfer related courses from another institution with a grade of "C" or better. If you decide to take refresher/related courses, please contact the Admissions Office to receive the necessary information. Due to course content, the nursing courses and Anatomy and Physiology credits must have been completed within the last three (3) years prior to enrollment to be considered for credit. Courses with a technical or skill content have a five-year (5 year) time limitation on the acceptance of transfer credit. This includes credits earned at MCC as well as other post-secondary institutions.

Some courses in the nursing curriculum will not transfer into all Registered Nursing (RN) programs. Applicants who plan to transfer credits into an RN program upon completion of the Practical Nursing curriculum should contact the school they wish to transfer to for information on courses they will accept for transfer.

### TRANSFER OPTIONS

#### (Transferring credits from MCC)

Certain Practical Nursing courses may transfer toward the two-year Associate Degree Nursing (ADN) programs at the surrounding community colleges. Please contact the school you wish to transfer to for information on courses they will accept for transfer.