

**COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

Application & Admission Procedure

General Information

The application submission time frame for the Associate Degree Nursing Program is **January 20th to March 28th**.

Contact the Nursing Department (662-621-4210) for clarification or questions regarding Application. Application can be made in the last semester of completing pre-requisites.

Summer Requirements for fall 2017 admission to the Associate Degree Nursing Program:

If accepted to the Associate Degree Nursing Program, the following must be completed by end of spring 2017 before enrollment is allowed:

1. Successful completion of all pre-requisite course requirements for admission.
2. Successful completion the *Health Sciences Summer Enrichment Camp* **May 16-18, 2017**, 9:00am to 3:00pm at the CCC Allied Health Training Center.
3. Successful completion of additional program-specific requirements.

Application to Coahoma Community College

An application to Coahoma Community College **must be made or updated before** applying to the Associate Degree Nursing Program.

Go to <http://www.coahomacc.edu/admissions/index.php> for the college application Form (s). The four requirements for general admission are a completed CCC application, High school transcript, ACT, and social security card.

Pre-Admission for Associate Degree Nursing

1. All requirements for general admission to the college must be met.
2. General Education courses are to be completed **by the end of the spring semester prior to beginning the program.**

General Education Courses

Semester Hours Credit

ENG 1113 English Composition I	3
BIO 2513 Anat & Physiology I Lect	3
BIO 2511 Anat & Physiology I Lab	1
BIO 2523 Anat & Physiology II Lect	3

BIO 2521 Anat & Physiology II Lab	1
EPY 2533 Human Growth & Development	3
BIO 2923 Microbiology Lecture	3
BIO 2921 Microbiology Laboratory	1
BIO 1613 Nutrition	3
MAT 1233 Intermediate Algebra or Mat 1313 College Algebra	3
PSY 1513 General Psychology	3
ART 1113 Art Appreciation or MUS 1113 Music Appreciation	<u>3</u>
 Total Hours	 30

3. An ACT composite score of 18 or greater and/or per IHL requirements.
4. A cumulative GPA of 2.50 is required on pre-requisites.
5. A minimum grade of “C” is required in all courses.
6. Anatomy and Physiology I & II, Microbiology & Microbiology Lab must have been taken within the last **5 years.**
7. Admission to the Associate Degree Nursing Program (ADN) is competitive according to weighted criteria. **Meeting pre-acceptance requirements does not guarantee admission.**

Application Process

The following documents must be submitted to the Associate Degree Nursing Program by March 28th for an applicant to be considered for admission:

1. Completed CCC Associate Degree Nursing application (Incomplete application will not be considered for admission).
2. **Official** copy of transcripts from each college or university attended. (Request two (2) official copies of transcripts from each college/university attended, to be sent to student directly and then submitted with the application. **To be official, transcripts must remain sealed in the original envelope. Failure to submit transcripts of all colleges or universities attended will be considered as an incomplete and/or falsified application.**
3. **CCC transcripts**-submit a written transcript request form to CCC’s Admission Office for an official CCC transcript to be sent to the Associate Degree Nursing Program.
4. **Official ACT** (American College Test) scores and TEAS scores-a student copy or copy printed from the internet is **NOT acceptable.**
5. Official high school transcript
6. Signed nursing program performance standards
7. Signed criminal background check information form
8. Signed drug policy understanding
9. Current LPN license without restrictions to practice in Mississippi
10. Must have at least 6 to 9 months of continuous nursing practice documented by employer.

LPN Students Requesting Readmission to the ADN Program)-in addition to the above must submit a letter which includes the following:

- request for readmission
- semester requested
- reason(s) program was not completed
- completion of Action Plan for Success form

All application information must be received by the Associate Degree Nursing Program no later than March 28 to be considered. Incomplete applications will not be considered.

Submit COMPLETED application packet to the Robert G. Mason Health Sciences Building, 901 Ohio Street, Clarksdale, MS, 38614 by mail or in person.

Notification of Acceptance/Non-acceptance

Letters of acceptance or non-acceptance will be mailed. The recipient should respond within one week in writing using the “Confirmation of Acceptance” form included with the letter. Not confirming acceptance within a week can result in the admission slot being given to another applicant.

- **Students accepted into the Associate Degree Nursing Program are required to register for NUR 2013 for the 1st summer term.**

Post Acceptance Requirements due June 30, 2017

Once accepted into the associate degree nursing program, students will receive additional information on the following that will be due **no later than June 30th at the student’s expense**:

1. Physical examination according to specified form found online in the Health Science Program Student Handbook.
2. Evidence of vaccine or proof of immunity for Hepatitis B and Varicella.
3. Current Tetanus and Tuberculosis (TB) vaccines.
4. CPR certification for health care providers current for 2 years. This must be maintained until graduation.
5. Criminal background check clinical clearance letter.

Students will not be able to start classes if the above requirements are not met by the specified time.

Other Important Information:

1. Student malpractice and accident insurance are obtained through the school and charged to the student after the fall semester begins.
2. Each student is responsible for their own transportation which includes access to a dependable car at their own expense, a valid driver’s license, and proof of insurance as requested by law.

3. Travel to clinical facilities in adjacent counties for required clinical experiences is the responsibility of the student.
4. Clinical hours may be scheduled on day, evening or weekend shifts with varying hours that may vary from 4 to 12 depending on the clinical requirements.
5. Students must have access to the internet, a computer, e-mail and a working telephone number.

**COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
APPLICATION**

Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.

Date of Birth _____ Social Security Number _____

Student's
Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip) (County)

Mailing
Address _____

Telephone Number(s) _____
(Home) (Work) (Cell)

E-mail Address _____

U. S. Citizen? Yes _____ No _____

Have you ever been admitted to CCC? Yes _____ No _____

When _____

If yes, under what name? _____

Admitted to any other RN program? _____

Where _____

Reason for
noncompletion _____

CREDENTIAL INFORMATION

1. State and licensure number where registered _____

2. Status of LPN licensure: active ___ inactive ___ other ___ If other, please explain.

3. Place of employment (Present or most recent)

4. I understand that if I am accepted into the Associate Degree Nursing Program, I must successfully complete the summer nursing transition course in order to progress.

Signature

PRIOR EDUCATION:

High School graduation date _____ High School GPA _____

GED _____

College Degrees _____ Last college attended _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) _____

Courses presently enrolled in _____

Will you receive a loan or scholarship to assist with your education? YES ___ NO ___

If yes, describe

Do you plan to work while you are in the program? YES ___ NO ___

Agency _____ Phone _____ Hours/week _____

Additional information based on the current MS Board of Nursing RN licensure application:

1. Have you ever been convicted of, pled guilty or pled no contest to any charge(s), or are charges pending against you for a felony or misdemeanor, other than a minor traffic violation, in any state or jurisdiction?

YES ___ NO ___

If yes, please explain _____

2. Have you ever been arrested or convicted for driving under the influence of drugs and/or alcohol?

YES ___ NO ___

If yes, please explain _____

3. Have you ever been denied licensure/certification, had disciplinary action or is action pending against you by a board of nursing or any other regulatory agency or certification organization in any state or jurisdiction?

Yes ___ NO ___

If yes, please explain _____

4. Have you ever been placed on a state and/or federal abuse registry?

Yes ___ NO ___

If yes, please explain _____

5. Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?

Yes ___ NO ___

If yes, please explain _____

6. Have you ever been disciplined by or administratively discharged by the military?
Yes ____ NO ____
If yes, please
explain _____

7. Have you ever been convicted of a felony, or plead guilty to, or plead no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult? YES ____ NO ____
If yes, please explain _____

All applicants should be advised of the following:

1. Any statement made on this application which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subject the applicant to disciplinary proceedings.
2. According to the State of Mississippi Law and Rules and Regulations regulating the Practice of Nursing in Mississippi, an individual's application to take the licensing exam may be denied (See Mississippi Nursing Practice Law 73-15-29 at <http://www.msbn.state.ms.gov/Documents/NursingPracticeAct.pdf>).
3. Admission to the Associate Degree Nursing Program may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

Applicant's Signature

Date

COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Mailing Address:

3240 Friars Point Road
Clarksdale, Mississippi 38614

Telephone:

(662)621-4210 Fax (662)624-2231

Physical Location:

901 Ohio Street
Clarksdale, Mississippi 38614

Website Address:

www.coahomacc.edu

Type of Program:

- LPN to RN Associate Degree Nursing Program

Length of Time

- LPN to RN – 3 semesters (after completion of pre-requisites).

Credits required for graduation:

- 71 hours

Degree awarded:

- Associate in Applied Science (AAS)

Estimated Costs/Fees:

<http://www.coahomacc.edu/healthsciences/adn/ADNCostSheet.pdf>

COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

DRUG ABUSE POLICY

It is the goal of Coahoma Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is the college's belief that a drug free environment is to the benefit of students and employees of Coahoma Community College as well as the surrounding community.

Once admitted to the associate degree nursing program, unannounced and/or random drug screens may be done. In addition, if a student exhibits any sensory symptoms or behavior indicative of being under the influence of mind altering substances, a drug screen will be required immediately. Refusal to be tested will result in program dismissal.

All students must have evidence of a negative drug screen when tested.

I, _____, have read and understand the substance use policy of Coahoma Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Coahoma Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

Student Signature

Date

Return this completed form with your application information.

COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful associate degree nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

In order to successfully complete the associate degree nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

Examples

- prioritize information and identify cause-effect relationships in the clinical setting
- analyze assessment findings and use findings to plan and implement care
- evaluate plan of care and make revisions as appropriate
- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
- demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

Examples

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member and a team leader
- recognize crises and institute appropriate interventions to help resolve adverse situations

3. **Demonstrate appropriate verbal and written communication skills.**

Examples

- speak English coherently to clients, families, and other staff members
- clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
- provide clear, understandable written client documentation based upon proper use of the English language

- convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

Examples

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.**

Examples

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

Examples

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations

- perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet performance standards.

Please list

I understand the requirements and feel that I can achieve the performance standards described for the Associate Degree Nursing Program.

Signature _____ Date _____

***Return this completed form with your application information.**

COAHOMA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Each student must submit a criminal background clinical clearance letter by June 30.

If a student does not receive a letter of clinical clearance following fingerprinting, the CCC Health Science Review Committee will determine clinical clearance according to the Student Background Policy as stated in the CCC Student Handbook for Health Science Programs <http://www.coahomacc.edu/healthsciences/HealthSciencesStudentHandbook.pdf>

A clinical clearance letter must be provided to the Associate Degree Nursing Program for a student to be able to meet the clinical agency practice requirements of the program.

I, _____ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

Signature of Student

Date of Signature

***Return this completed form with your application information.**

Coahoma Community College

Information Sheet for the TEAS (Test of Essential Academic Skills)

What is the TEAS? The TEAS is a computerized pre-entrance test required for all applicants to the Coahoma Community College (CCC) Associate Degree Nursing Program (ADN) and Practical Nursing Program (PN). The TEAS is used to evaluate applicants for admission to both nursing programs. The TEAS is only one of several criteria used in the selection process. The TEAS evaluates 4 different academic areas-Reading, Math, Science, and English.

How do I prepare for the TEAS? The TEAS Study Guide is available for sale in the CCC Bookstore or online at www.atitesting.com.

It is highly recommended that applicants take time to prepare for the TEAS. Applicants are scored and ranked according to their TEAS sub-scores, as well as ACT score and GPA on pre-requisites-the higher the scores, the better the chance of acceptance into the program.

How do I register to take the TEAS? Complete and submit the TEAS Registration Form along with a \$55.00 money order at least one week before the test date chosen. (See TEAS Registration Form)

Where do I take the TEAS? The TEAS is given on computer at the CCC Gathwright Workforce Center at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South), phone number (662) 627-9139. Parking is available in the front of the building.

- All applicants must pay according to the above instructions and create an account online prior to the day of testing-
 - Go to www.atitesting.com
 - At the top left of the screen go to Sign In and click the tab Create an Account
 - Fill in the information
 - Create a user name and password (**write it down so you will remember it on the day of the test as well as for future use once in the program**)
 - After filling in the information click Register
- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

What do I need to make on the TEAS to pass? Applicants are ranked according to performance on the TEAS as well as ACT and GPA. A TEAS specific passing score has not been set. The higher the TEAS sub-scores, the better the chances of acceptance are as long as ACT and GPA meet the admission criteria.

How often can I take the TEAS? Applicants may take the TEAS no more than once a year.

Where do I submit the TEAS Registration Form? See Registration form

COAHOMA COMMUNITY COLLEGE

TEAS Registration Form

Name_____

Mailing Address_____

Email address_____

Phone number_____

Space is limited so please choose your date for testing. You will receive confirmation by email.

Dates for the TEAS: 9:00 a.m.

- _____ Wed, Feb 1, 2017-ADN
- _____ Wed, Feb 8, 2017-ADN
- _____ Wed, Feb 15, 2017-ADN
- _____ Saturday, Feb 18, 2017-ADN

- _____ Wed, March 1, 2017-ADN and PN
- _____ Wed, March 8, 2017-ADN and PN
- _____ Wed, March 22, 2017-ADN and PN
- _____ Saturday, March 25, 2017-ADN and PN
- _____ Wed, March 29, 2017 – ADN and PN

_____ **Enclosed is my money order for \$55.00 made payable to Coahoma Community College (required-no personal checks).**

All applicants must have taken the TEAS and submitted their completed application by **March 28** to be considered for admission to the Associate Degree Nursing Program.

Associate Degree Applicants-Submit the TEAS Registration form to:

Attention: Bobbie Robertson
Robert G. Mason Health Sciences Building
901 Ohio Street
Clarksdale, MS 38614
(662) 621-4210

Check List for Completion of Application to the Associate Degree Nursing Program

- _____ 1. Completion of application process with CCC Admission Office; contact CCC Admission Office regarding admission status (662)-621-4176 or 1-866-470-1CCC.

Submit the following to the Associate Degree Nursing Program, 901 Ohio Street, Clarksdale, MS, 38614, (662) 621-4210, by mail or in person.

- _____ 2. Completed CCC Associate Degree Nursing application form
_____ 3. Official copy of transcript(s) from each college/university attended.
_____ 4. Official ACT (American College Test) scores
_____ 5. Registration for TEAS with \$55.00 money order
(Optional-purchase TEAS Study Manual from Bookstore or online at www.atitesting.com to prepare for TEAS)
_____ 5. Official high school transcript or GED
_____ 6. Signed nursing program performance standards
_____ 7. Signed criminal background check information form
_____ 8. Signed drug policy understanding
_____ 9. Current LPN license without restrictions to practice in Mississippi
_____ 10. Employer verification of employment of at 6 to 9 months of continuous nursing practice.

LPN Students Requesting Readmission to the ADN Program-letter which includes the following:

- _____ 11. Request for readmission
_____ 12. Semester requested
_____ 13. Reason(s) program was not completed
_____ 14. Complete of Action Plan for Success form

All application information must be received by the Associate Degree Nursing Program no later than **March 28** to be considered. Incomplete applications will not be considered.

Note: TEAS registration and payment can be submitted prior to and separate from the other required application documents.

Submit COMPLETE application packet to the attention of Ms. Bobbie Robertson, Coahoma Community College, Associate Degree Nursing Program, 901 Ohio Street, Clarksdale, MS 38614 by mail or in person.

Coahoma Community College
Associate Nursing Degree Program
Action Plan for Success

(Must be completed by students applying for readmission to program)

Name _____ Date _____

1. Year and Course unsuccessful in program _____
2. Have you been unsuccessful in another nursing program? _____
3. List key reasons why you were not successful in the program:

4. Check other contributing factors you think played a role of unsuccessful performance in the program: (Check all that apply)

Academic Factors

- | | | |
|--|--|--|
| <input type="checkbox"/> Reading comprehension | <input type="checkbox"/> Study skills | <input type="checkbox"/> Writing skills |
| <input type="checkbox"/> Science background | <input type="checkbox"/> Verbal skills | <input type="checkbox"/> Computer skills |
| <input type="checkbox"/> Instructor/Student conflict | <input type="checkbox"/> Clinical skills | <input type="checkbox"/> Testing taking skills |
| <input type="checkbox"/> Math skills | <input type="checkbox"/> Attendance | |

Personal Factors

- | | | |
|--|--|---|
| <input type="checkbox"/> Personal illness/crisis | <input type="checkbox"/> Time Management | <input type="checkbox"/> Prioritization |
| <input type="checkbox"/> Other List _____ | | |

Family Factors

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Family illness/crisis | <input type="checkbox"/> Child care | <input type="checkbox"/> Lack of family support |
| <input type="checkbox"/> Other List _____ | | |

Work Factors

- | | |
|--|---------------------------|
| <input type="checkbox"/> Worked too many hours | List # hours worked _____ |
| <input type="checkbox"/> Work and school schedule conflict | |
| <input type="checkbox"/> Other List _____ | |

Financial Factors

- | | |
|---|--|
| <input type="checkbox"/> No financial support | <input type="checkbox"/> Limited financial support |
| <input type="checkbox"/> Other List _____ | |

5. Which resources did you utilize while in the program (check all that apply):

<input type="checkbox"/> Faculty advisement	<input type="checkbox"/> Student Navigator	<input type="checkbox"/> Campus Tutorial
<input type="checkbox"/> ATI	<input type="checkbox"/> Textbooks Resources	<input type="checkbox"/> Pearson Vue
<input type="checkbox"/> Library Electronic Database		
<input type="checkbox"/> Other List _____		

6. List other resources you think would have assisted your success in the program.

7. After identifying your challenges for success in the program, did you seek assistance?

Yes___ No___ If yes, who and when did you seek assistance?

8. If your performance was due to factors listed in #3 or #4, how will you manage those situations or similar issues if they arise in the future?

9. What steps have you taken to improve factors that led to your inability to progress in the program?

10. List three or more actions you have taken to ensure success in the program if readmitted:

Signature_____

Date_____