Associate of Applied Science in Nursing

2019 Selective Admissions Handbook

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I. Program Overview

COCC's nursing program is an Associate of Applied Science (AAS) program and all information contained in this handbook reflects an AAS focus. Admission to the nursing AAS program (and the embedded practical nursing certificate program) is competitive and enrollment is limited. Nursing prerequisite and support courses are open to all students.

> **Nursing Program Information Sessions**
> Information sessions are held multiple times each year to explain admissions eligibility, prerequisites, selection criteria, and general information about the COCC nursing program – check the nursing website for exact days/times**. The information session is the first step for those interested in the nursing program and attendance is strongly encouraged prior to applying to COCC and the nursing program.**

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.

Nursing AAS Program Course Requirements

General Education/Foundational Requirements		Credits
MTH 105 (or higher)	Math in Society	4
WR 121	Academic Composition	4
WR 122	Argument, Research and Multimodal Composition	4
or WR 227	Technical Writing	
Program Prerequisites		
BI 231	Anatomy and Physiology I[1]	4
BI 232	Anatomy and Physiology II[1]	4
BI 233	Anatomy and Physiology III[1]	4
BI 234	Microbiology[1]	4
Other Required Support Courses		
CH 104	Introduction to Chemistry I[1]	5
or CH 221	General Chemistry I[1]	
CIS 120	Computer Concepts[1]	0-4
or Computer Competency Test		
FN 225	Human Nutrition	4
or HHP 240	Science of Nutrition	
PSY 215	Developmental Psychology	4
Program Requirements		
NUR 106	Nursing I	12
NUR 107	Nursing II	10
NUR 108	Nursing III	11
NUR 206	Nursing IV	11
NUR 207	Nursing V	10
NUR 208	Nursing VI	9

Footnotes

[1]*These courses are subject to an expiration policy for selective admissions eligibility to the program (see Selective Admissions Eligibility section for more information).*

More program information (e.g. program costs, LPN and CNA certificate options, Advanced Placement/Transfer instructions, FAQs, etc.) can be found on COCC's Nursing Program website.

II. Selective Admissions: Application Eligibility

A nursing program cohort (group of between 44-48 students) begins every fall term and is filled using a selective admissions process. The application for admission opens the first day of spring term and closes at 5:00pm on the Monday following spring finals week.

> **The 2019 nursing program application opens April 1, 2019 and closes June 17, 2019 at 5:00pm. Only completed applications received by the deadline are considered for admission. Note: this does not mean that your application is in progress by 5:00pm on June 17, 2019; rather, you must hit the submit button by that deadline.**

Applicants must meet the listed application eligibility requirements prior to applying to the program – **zero points are awarded for these requirements.** You are solely responsible for ensuring you meet all application requirements before the application deadline (you can check application requirements on GradTracks via you Bobcat web account). Again, you should attend a nursing program information session and work closely with your advisor to ensure degree requirements are part of your academic plan.

Application Eligibility Checklist

☐   COCC Application and Residency Requirements

COCC Application Requirements:
A COCC application for admission is required prior to applying to the nursing program. See the Getting Started information on the COCC website for more information.

> **If you have transfer credits, you must submit official transcripts to the Admissions and Records Office prior to advising, registration, and nursing application submittal.**
> * The transcript evaluation must be completed on or before the first advising appointment.
> * This evaluation is used to determine placement testing requirements and progress towards meeting both the application eligibility and the AAS in nursing degree requirements.
> * Notifications are sent to your COCC email account when official transcripts have been received, and when they have been articulated (evaluated and applied toward your application/degree requirements). Processing time may vary, so you are encouraged to submit transcripts as soon as possible.

Residency Requirements:
Residency status will be determined according to the COCC Residency Policy at the time you submit your COCC application. **To be eligible to apply to the nursing program, you must be classified as an in-district resident for the fall term in which you will potentially be admitted to the program.**

> **In-district residency policy:**
> * An individual who, for one full year prior to 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 you are classified as an out-of-district student and you start taking courses at COCC, your residency status will convert to in-district *two calendar years* after the term you start taking courses.

☐ Computer Competency Requirement

Basic computer skill competency must be demonstrated by completing CIS 120: Computer Concepts with a "C" or better or by passing the COCC 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.

*Expiration Policy: CIS 120, or passing the computer competency exam, cannot be older than five academic years by the start of the nursing program cohort. The five year requirement is defined as the academic year the course/exam was taken, e.g., five years from 2019-2020 is fall 2014-2015.

☐ Prerequisite Courses

Prerequisite courses must be completed with a "C" grade or better AND a cumulative GPA of 3.0 or higher. Prerequisite 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 then dividing the total by 24 (the total number of prerequisite credits). The result must be 3.0 or higher.

Prerequisite Courses	Prerequisite GPA Calculation Notes
- BI231: Anatomy and Physiology I* - BI232: Anatomy and Physiology II* - BI233: Anatomy and Physiology III* - BI234: Microbiology* - MTH 105: Math in Society (or higher) - WR121: Academic Composition	- Only whole letter grades are used in the calculation of cumulative GPA, meaning plus (+) or minus (-) designations will not be considered in the final calculation. - 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 (see Appendix B: Nursing Program Transcript Evaluation Policies). - If you've challenged, or received a pass/no pass, your prerequisite GPA is calculated based on the courses in which an actual letter grade was issued. - Your advisor can help you determine if you've met the minimum GPA requirement.

*Expiration Policy: Anatomy & Physiology and Microbiology cannot be older than five academic years by the start of the nursing program cohort.The five-year requirement is defined as the academic year the course was taken, e.g., five years from 2019-2020 is fall 2014-2015.

III.   Selective Admissions: Application Points Criteria

Once your application is submitted and eligibility is determined, points will be awarded using the following criteria (see Appendix A: Application Worksheet):

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

Due to the rigor and time commitment involved with program courses, the nursing department encourages potential students to complete as many support courses as possible prior to applying to the program. Therefore, application points are awarded based on the number of support courses completed by the application deadline (COCC spring 2019 term courses apply; if taking a spring courses from another college, see Appendix B: Nursing Program Transfer Evaluations Policies). All support courses must be completed with a "C" grade or better (only whole letter grades are used when determining "C" or better).

Support courses include:	Points are awarded as follows:
• CH 104* Introduction to Chemistry I, OR CH 221* General Chemistry I • FN 225 Human Nutrition, OR HHP 240 Science of Nutrition • PSY 215 Developmental Psychology • WR 122 Argument, Research and Multimodal Composition, OR WR 227 Technical Writing	• 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

Expiration Policy: Chemistry cannot be older than five academic years by the start of the nursing program cohort. The five-year requirement is defined as the academic year the course was taken, e.g., five years from 2019-2020 is fall 2014-2015.

☐   Health Science Reasoning Test Score   30% of total points (30 points maximum)

The Health Science Reasoning Test –Associates Degree (HSRT-AD) is a multiple-choice test specifically designed for two year and certificate programs. The HSRT-AD is an online test administered in a 50 minute timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios (in clinical and professional practice contexts) with information provided in text-based and diagrammatic formats. HSRT-AD questions ask test takers to apply their skills in order to:

- Make interpretations
- Analyze information
- Draw inferences and warranted inferences
- Identify claims and reasons
- Evaluate the quality of arguments

> HSRT-AD test questions range in difficulty and complexity – any specialized information needed to respond correctly is provided within the question itself. Questions do not require specialized health science knowledge – there is no study preparation required.

Tests will be offered each winter and spring terms in one of COCC's computer labs. Information and testing schedules can be found on the COCC CAP Services website. To reserve a seat, a $15* testing fee per test (cost per test subject to change) must be paid to the COCC Cashier (Boyle Education Center, or call 541-383-7229 with credit card information). The $15* fee is NOT refundable, even if just changing test times. Photo identification is required to test. Test results are available immediately following the exam and are added to your application file once the online application has been submitted. *Prices are subject to change

- 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.
- There is no minimum score required for application to the program. However, the student's "HSRT-AD OVERALL Score" will be used in calculating points towards the student's application.
- The score will be multiplied by .30 in order to determine actual application points.
- You may take the exam up to two times total (lifetime) and must wait a minimum of 90 days between test dates. If you leave the testing area (other than for approved breaks) without completing the exam, for any reason, the testing period is counted as one of your two total exams – so come prepared to take the test.

☐ ATI TEAS Score   40% of total points (40 points maximum)

The Test of Essential Academic Skills (ATI TEAS™) 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 ATI TEAS ™ is an online test, administered in a 3.5 hour timed setting. Tests will be offered each fall, winter and spring terms in one of COCC's computer labs. ATI TEAS™ information and testing schedules can be found on the COCC CAP Services website. To reserve a seat, a $68* testing fee per test (cost per test subject to change) must be paid to the COCC Cashier (Boyle Education Center, or call 541-383-7229 with credit card information). The $68* fee is NOT refundable, even if just changing test times. Photo identification is required to test. Test results are available immediately following the exam and are added to your application file once the online application has been submitted.

- 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.
- 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.
- You may take the exam up to two times total (lifetime) and must wait a minimum of 90 days between test dates. If you leave the testing area (other than for approved breaks) without completing the exam, for any reason, the testing period is counted as one of your two total exams – so come prepared to take the test.
  - The ATI TEAS™ Study Manual ($60*) is available at COCC's bookstore. You may also find additional study and test preparation materials online at http://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx.

*Prices are subject to change.

IV. Selective Admissions: Point Ranking, Notifications, and Applicant Status Definitions

Admissions & Records will review all application packets and award points as indicated above. Admission will be granted to between 44 and 48 of the top point recipients. The next four point recipients will be considered alternates. The highest GPA in prerequisite and completed/graded support courses will 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.

There are four types of applicant statuses:

Selected Applicants:
If an applicant is selected, s/he is conditionally admitted to the program pending completion of the following steps:

- Return Letters of Acceptance/Agreement and Deposit:
    - Signed Letters of Acceptance and Letters of Agreement – indicating acceptance of program policies – and a $50 nonrefundable deposit, must be returned to Admissions and Records office by the date designated in the welcome letter. The deposit will be used towards tuition.
    - Nursing program students must be able to meet COCC's Nursing Program Entrance and Technical Standards and Policies in order to begin the program. Please 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 advisor for details.
- Provide official documentation of required immunizations, TB screening, and BLS provider card (more details and deadlines are provided in the welcome letter).
- Undergo drug screening and criminal history check with the vendor approved by COCC (more details and deadline are provided in the welcome letter).
    - A positive urine drug screen or a positive criminal history will result in disqualification from entering the nursing program at COCC. Students have a right to appeal the decision – see Nursing Program Entrance and Technical Standards and Policies document for more information.

Selected Alternates:
Alternates are 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 a position, the alternate(s) will be guaranteed admission into the following year's program and don't need to reapply – an acceptance packages is sent out according to the following year's selection process.

Applicants Not Selected
Applicants not selected for admission need to submit a new application for each application cycle. COCC will keep official transcript(s) received from a student's previous year's application on file. 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 ATI TEAS™ or HSRT-AD exams (if eligible under exam guidelines); only the highest exam scores are used towards application points.

Ineligible Applicants
Ineligible applicants will be notified that their applications were not considered for the selection process for one or more of the following reasons:

- Out-of-district residency status
- Missing or expired computer competency requirement
- Missing or expired prerequisite(s)
- Prerequisite GPA below 3.0

V. Appendix A: Application Worksheet

Use this worksheet to assess if Fall 2019 application requirements have been met and to tentatively tally points towards application. See Appendix B: for notations associated with these courses.

Application Eligibility Requirements – No Points Awarded				Complete
COCC General Application and Official Transcripts (for courses taken at other institutions)				☐
Nursing Program Application				☐
In-District Residency				☐
CIS 120 or Computer Competency Exam[1]				
Prerequisite Courses: Must be at a C grade or better for each course & cumulative 3.0 or higher	School	Year	Credit	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 I[1]			4	
MTH 105 Math in Society or higher			4	
WR 121 Academic 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 (whole grades only). 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.				Calculated GPA: Grade Points Total_____ /24 = _____ GPA ☐ 3.0 GPA Requirement Met?
Selective Admissions: Application Point Criteria				**Points**
HSRT Score				Score _____ x .30 =_____ Points
TEAS Score				Score _____ x .40 =_____ Points
Support Courses: Must be at a C grade or better (whole grades only)	School	Year	Complete?	Total Support Course Points: _____
WR 122 Argument, Research and Multimodal Composition, or WR 227 Technical Writing			☐	4 classes – 30 points 3 classes – 22.5 points
FN 225 Human Nutrition, or HHP 240 Science of Nutrition			☐	2 classes – 15 points 1 class – 7.5 points
PSY 215 Developmental Psychology			☐	No classes – 0 points
CH 104 Introduction to Chemistry, or CH 221 General Chemistry[1]			☐	
Estimated Application Point Total (HSRT points + TEAS points +Support Course Points)				

VI.   Appendix B: Nursing Program Transcript Evaluation Policies

1. Science and computer courses cannot be older than five years old at the time of completed application.
2. WR 121 Academic 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 average 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.

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

Courses in Progress: 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, the following must be completed:

- Submit an unofficial transcript or registration detail by the application deadline verifying spring term enrollment.
- Request that their instructor email Admissions & Records "Attn: Assistant Director of A&R" (welcome@cocc.edu) directly with their final grade as soon as it is computed.
- Request that an official transcript be sent form 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.

Petitions: Exceptions or special conditions not covered by the transcript evaluation policies 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 online at ww.cocc.edu or in the Admissions and Records 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.