

Associate Degree in Nursing (ADN)

Application & Requirements Deadline - January 31, 2023

Please allow 2 weeks to complete all application requirements.

It is the student's responsibility to monitor the completion of the Minimum Admission Requirements (MAR) whether enrolled at CVCC or elsewhere. CVCC reserves the right to change curriculum and admission requirements without prior notice. Applicants are responsible for completing admission requirements and ensuring all materials have been submitted by the deadline.

This packet provides information to assist you with the admission and selection process for the Associate Degree in Nursing (ADN) program. Please *carefully review all information* provided in this packet. Additional information can be found on the CVCC Nursing webpage. For questions regarding the Nursing program contact the Department Head of Nursing at (828) 327-7000 extension 4336 or by email at bbeard@cvcc.edu. For questions regarding admission requirements please contact Admissions at extension 4216 or email healthcare@cvcc.edu.

How do I find information about Nursing and employment opportunities? For general information related to the profession of nursing, refer to the Bureau of Labor Statistics provided by the U.S. Bureau of Labor at <http://www.bls.gov/ooh/Healthcare/Registered-nurses.htm>.

What is the class schedule/length for the ADN program? CVCC currently offers an Associate Degree in Nursing program during the day. Students participate in classroom, laboratory, and clinical experiences typically Monday through Friday. The ADN Program consists of five semesters. Graduates of the program are eligible to take the national licensure exam (NCLEX) for RNs. **The NC Board of Nursing will review the criminal background checks of each person applying for licensure. Applicants can be denied licensure based on this review.** Applicants may take the general education/related coursework for the ADN program prior to acceptance. *Please note that taking these courses does not shorten the program length, but it does lighten one's course load each semester after acceptance into the program. Applicants receive points towards admission for general education courses completed.*

How do I apply for the program? Complete the [CVCC Online Application](#) for Admission under the "Apply Now" tab on the CVCC homepage.

How much does the program cost? College tuition is set by the North Carolina State Legislature and is subject to change. ADN students are required to purchase a variety of books, class uniforms, malpractice insurance, accident insurance, and other fees as set by the College. The *approximate cost* for the program is \$9,400.00. (This figure is based upon current in-state tuition rates and reflects an approximate cost only.)

How do I apply for Financial Aid? All applicants are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid ([FAFSA.ed.gov](https://fafsa.ed.gov)). For information about financial aid, contact the [Office of Scholarships and Financial Aid](#) online, by email at financial_aid@cvcc.edu or by calling at 828-327-7000, ext. 4860.

Do I need a computer? Yes. Upon application activation to CVCC, students are assigned a CVCC email address and MyCVCC Portal account. Communication between student, faculty and any other college personnel will be by CVCC email. **The following technology resources are recommended for successful completion of this program:**

A laptop computer with:

- Windows 10 or later
- At least 4GB of RAM (6GB or more preferred)
- At least 3GB Hard Drive capacity (more preferred)
- Web Camera and Microphone
- Installation of Microsoft Office Suite & Teams (provided by CVCC)
- Installation of the free Google Chrome, Mozilla Firefox, or newest Microsoft Edge browser (Chrome recommended)
- Reliable Internet Access
- Printer Access

Cell phones are not a substitute for laptop computers; cell phones are unable to be used to successfully complete assignments for this program.

Will I get a CVCC email account? Yes. After application activation, students are assigned a CVCC email address. *Communication between student, faculty and any other college personnel must be by CVCC email.* Students need to read CVCC emails daily and check Blackboard for announcements or assignments, whether enrolled at CVCC or elsewhere.

How do I meet clinical and licensure requirements for this program? Applicants must use CastleBranch, a management system for clinical compliance regarding criminal background check, drug testing, etc. Failure to complete and/or meet program requirements by the deadline for clinical agencies will impede progress in the program.

- Clinical facilities require students to undergo criminal background checks, drug testing and have certain immunizations/vaccines.
- The student will be required to pay fees associated with these screenings.
- Clinical facilities may refuse access to clinical experiences based on the criminal background checks and/or drug testing.
- If **any** clinical education site refuses student admission to their site for any reason, no other clinical site will grant admission to that student. The student's progression in the program will be terminated as the student will be unable to complete the clinical requirements for the program.
- **The NC Board of Nursing will review the criminal background check of each applicant applying for licensure. Applicants can be denied licensure based on this review.**

How does undocumented immigrant status or DACA status affect application to the program? Current North Carolina Community College System policy allows DACA and undocumented applicants to enroll at CVCC at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a *specific* program. Students with an *unexpired DACA status* are eligible to apply to an Allied Health program. Students must keep active DACA status to remain enrolled in an Allied Health program. Professional licensure is granted by state licensing boards. **Students should inquire with the appropriate licensure board for specific licensure requirements.** Undocumented students are not eligible for admission to an Allied Health program. According to North Carolina and Federal laws, undocumented students are not eligible for North Carolina professional licensure. This policy is subject to change without notice based upon federal and state regulations.

I am currently a nursing student at another college or university and would like to transfer to CVCC to pursue an ADN. What should I do? Contact the Department Head of Nursing, at 828-327-7000, extension 4336, or at bbeard@cvcc.edu.

When and how will I be notified of acceptance to the program? Applicants will be notified of acceptance to the program within 2 – 6 weeks of the deadline via an email to their CVCC email account. Applicants chosen as alternates or not accepted for the program will also be notified at that time. Students may apply to only one (1) healthcare program at a time. Should acceptance to that program be denied, the student may apply to another healthcare program whose application deadline has not yet occurred at CVCC. (CVCC Procedures 3.4)

What if I am not admitted to the program? Applicants not admitted to the program will need to re-apply by completing the MAR Checklist for the year of reapplication. Students are responsible for ensuring all materials are submitted as directed and by the published deadline.

Can I apply to another CVCC healthcare program if I am selected as an “Alternate” for the nursing program? An “alternate” status is not a “denied” status. Students selected as Alternates who wish to apply to another program must forfeit their spot on the Nursing Alternate list.

Do I need to be a Certified Nurse Aide I (CNA) to apply for this program? Applicants may apply without having CNA certification however, once accepted, applicants must provide the CVCC Department of Nursing proof of a North Carolina Certified Nurse Aide 1 certification by **July 20, 2023** and be currently listed on the North Carolina Nurse Aide 1 Registry with no substantiated finding of resident abuse, resident neglect or misappropriation of resident property in a Nursing Facility. The North Carolina Certified Nurse Aide 1 Training Program must include theory, lab, and clinical components. If an applicant has taken the Certified Nurse Aide 1 Program in a state other than North Carolina, this will be considered on an individual basis.

Do I need to be CPR certified to apply for this program? Applicants may apply to the program without having current CPR certification however, once accepted to the program, must provide proof of current Healthcare Provider CPR (American Heart Association Basic Life Support) certification by **July 20, 2023**.

Can I take the CNA I certification course and/or the CPR certification course at CVCC? Yes. CVCC offers the Certified Nursing Aide I course and CPR certification course at various times throughout the year. Please refer to the Information webpage below for course schedule, costs and sign up process:
http://www.cvcc.edu/Health_Public_Services/Health_Services/Nursing/Information.cfm.

Are there any other requirements after initial acceptance to the nursing program? Yes. **After** attending the Nursing Orientation Session, accepted applicants must have the following four items completed by July 20, 2023:

1. Submit a completed Student Medical Form certifying that he/she appears to be able to participate in the activities of a health profession in a clinical setting;
2. Be certified as a CNA I, be on the registry and be in good standing;
3. Have current CPR certification; and
4. Complete CastleBranch requirements. Detailed instructions will be provided at nursing orientation.

What happens if I am unable to provide proof of current CNA certification (in good standing), current CPR certification (as specified above) and/or submit the completed Student Medical Form before July 20, 2023? If you are initially accepted into the ADN program, the Department of Nursing will provide you with additional information on these requirements. If any of these requirements are not met, you **will not be allowed** to enter the ADN program.

Minimum Admission Requirements (MAR) Explained

Admission to the program is based upon completion of all minimum requirements as listed on the Minimum Admission Requirements (MAR) Checklist by the specified deadline date, the number of vacancies in the program and the competitive selection process. **Completion of the MAR is not a guarantee of acceptance.** CVCC does not use waiting lists for any health program.

1. **DO THIS STEP FIRST:** Complete the [CVCC Application](#) or complete a program update with "Nursing – A.D.N." as the intended major with the appropriate entry term.
2. **High School Transcript:** Submit an *official* High School/High School Equivalency transcript in a sealed envelope issued from the school, electronically through a 3rd party vendor to transcripts@cvcc.edu or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline. Information on how to request transcripts may be found at the [How to Request Official Transcripts](#) webpage.
3. **College Transcripts:** Submit **ALL** *official* college transcripts from **EVERY** school ever attended (except CVCC) in a sealed envelope issued from the school, electronically through a 3rd party vendor (Parchment, ScriptSafe etc.) to transcripts@cvcc.edu or by postal mail. Plan accordingly to ensure transcripts arrive by the deadline. Information on how to request transcripts may be found at the [How to Request Official Transcripts](#) webpage.
4. **Meet Biology Competency** (either from high school or college):
 - Completion of a high school biology course with a grade of "C" or higher
 - Completion of a college level biology course with a grade of "C" or higher
5. **Meet Chemistry Competency** (either from high school or college):
 - Completion of a high school chemistry course taken as part of the high school curriculum (non-developmental) with a grade of "C" or higher
 - Completion of a college level (100 or above) chemistry course with a grade of "C" or higher.
6. **Required Grade Point Average (GPA).** Applicants must satisfy at least one of the GPA scenarios:
 - Recent high school graduates (**January 1, 2020** or later) and current high school students must have an unweighted GPA of 2.80 or higher. Transcripts must indicate a GPA is an unweighted GPA.
 - Current or prior CVCC students must have a 2.80 cumulative GPA.
 - Applicants who have not attended CVCC, but have completed at least 6 curriculum course credit hours in the CVCC A.D.N. curriculum at another regionally accredited college or university and earned at least a 2.80 gpa or better may use that GPA.
7. **Complete ATI TEAS - Test of Essential Academic Skills**
 - Every applicant must take the TEAS and get a score of **63 or above** before the deadline.
 - If applicants take the TEAS at CVCC, TEAS scores are automatically recorded in the applicant's record. Applicants who do not take the TEAS at CVCC must request official score reports **from** ATI (www.attesting.com) to be sent to CVCC before the deadline. Regardless of the test site, TEAS scores are valid for three (3) years.
 - The TEAS test is offered at the CVCC Testing Center. Email the Testing Center at testingcenter@cvcc.edu for more information on scheduling a TEAS exam.
 - There is no limit placed on the number of times an applicant can take the TEAS exam. The highest score within three (3) years will be used. Applicants may test only once per day.
 - An ATI TEAS Study Guide is available for purchase in the CVCC bookstore or can be purchased online at www.atitesting.com.
8. **Submit the completed MAR Checklist before the deadline.**

From the applicant's CVCC email account, email a scanned copy or cell phone photo of the completed MAR Checklist to healthcare@cvcc.edu. The MAR Checklist must be entirely readable with the student's name and CVCC ID#. MAR Checklists are not accepted after the published deadline. Documents emailed to any other CVCC email address **are not** considered.

COMPETITIVE SELECTION AND RANKING

The following criteria will be used to evaluate and select the best-qualified applicants from those who completed all Minimum Admission Requirements (MAR) by the deadline. Those applicants receiving the highest number of points will be admitted to the program until the class is filled. The number of students accepted each year can vary. The number of students completing the 1st year and moving into the 2nd year will determine the number of students to be accepted each year.

- (a) **Points for completion (with a “C” or better) of any of the following general education courses in the ADN curriculum:**

BIO 168 and 169 – Anatomy and Physiology I and II	ENG 111 – Writing and Inquiry	ENG 112* – Writing /Research in the Disciplines <u>or</u> ENG 114 – Prof Research & Reporting
BIO 275 – General Microbiology	PSY 150 – General Psychology	PSY 241 – Developmental Psych

*When choosing between ENG 112 & ENG 114, note that ENG 112 is also part of the Associate of Arts and Associate of Science programs. Students who also wish to pursue an AA or AS degree should choose ENG 112.

Select <u>one</u> of the following Humanities/Fine Arts Courses:			
ART 111 – Art Appreciation	ART 114 – Art History Survey I	ART 115 – Art History Survey II	MUS 110 – Music Appreciation
MUS 112 – Introduction to Jazz	PHI 215 – Philosophical Issues	PHI 240 – Introduction to Ethics	HUM 115** – Critical Thinking

**The Nursing career field requires strong critical thinking skills. If available, students should strongly consider taking HUM 115 – Critical Thinking.

- (b) **Points for the applicant’s cumulative GPA.** The applicant’s unweighted cumulative high school GPA may be used. The applicant must have graduated from high school **January 1, 2020** or later. Applicants in their senior year of high school at the time of application will be required to submit a partial high school transcript and the cumulative unweighted GPA at the time of the deadline will be used. Transcripts must indicate the GPA is unweighted. Applicants who have graduated from high school within the specified timeframe will use either the unweighted HS GPA or the cumulative GPA at CVCC, whichever is higher. Transfer students bringing in 6 or more transfer credits may use that college’s GPA, CVCC’s GPA, or the unweighted HS GPA. The highest cumulative GPA total will be used. There will not be any GPA combinations. Only the highest single source cumulative GPA will be used.
- (c) **Points will be awarded to applicants with an advanced degree.** Applicants who have attained an AA/AS/AAS/AFA/AE/AGE/BA/BS/MA/MS will be awarded points toward admission. Degree must be earned from a regionally accredited institution. Completion of the degree will be verified from official transcripts.
- (d) **Points will be awarded to applicants who provide documentation** of one year (12 months) of *patient – oriented* healthcare experience. The Employment Verification Form (EVF) included in this packet must contain **actual dates of employment and bear the signature of the applicant’s supervisor**. Applicants are responsible for ensuring documentation is submitted as directed by the packet and submitted by the deadline. Only the included EVF in the nursing packet is acceptable.
- (e) **Applicants will be awarded points according to their score on the TEAS exam.** There is no limit on the number of times a student takes the TEAS test; however, applicants may test only once per day. A **minimum of 63** on the exam must be achieved. Official test scores sent electronically by ATI must be received by the deadline to be considered. Scores within the last three (3) years (taken on or after **January 1, 2020**) will be considered and the highest total score will be used.

Associate Degree Nursing - Technical Standards

Nursing is a career field with cognitive, sensory, affective, and psychomotor performance requirements. The following activities are examples of the kind of activities which a student in the Nursing Program will be required to perform in order to successfully complete the program.

Critical Thinking	Nursing student should possess critical thinking ability sufficient for clinical judgment.	Student must be able to identify cause-effect relationships in clinical situations; develop or participate in the development of nursing care plan.
Interpersonal Skills	Nursing student shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds.	Student shall establish rapport with clients/patients and health care team members.
Communication Skills	Nursing student shall possess communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client/patient responses.
Mobility	Nursing student shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.	Moves around in patients' rooms, work spaces and treatment areas, administer cardiopulmonary procedures.
Motor Skills	Nursing student shall possess gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, position clients/patients.
Hearing	Nursing student shall possess auditory ability, sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.
Visual	Nursing student shall possess visual ability sufficient for observation and test necessary in nursing care.	Observe client/patient responses, see calibration of BP equipment, assess patient.
Tactile	Nursing student shall possess tactile ability sufficient for physical test.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, insertions of catheters.
Weight-Bearing	Nursing student shall possess ability to lift and manipulate/move 45-50 pounds, weekly and sometimes daily.	Position clients/patients, move equipment.
Cognitive Abilities	Nursing student shall possess ability to be oriented to time, place and person and organize responsibilities, make decisions.	Student shall assess client/patient complaints and implement appropriate.
Occupational Exposures	Nursing student may be exposed to communicable disease and/or body fluids, toxic substances, medicinal preparations, latex, and shall use appropriate precautions at all times.	Student may be assigned a patient with a communicable disease and shall provide total care using universal precautions.

Note: Standards developed by the Board of Directors for the Southern Council of Education for Nursing to assist Nursing Education Programs in compliance with Americans with Disabilities Act.

Please note: Examples are not all inclusive.

If you have a disability and need accommodations, please contact the Counselor for Students with Disabilities and Special Programs at least 72 hours in advance at (828) 327-7000, ext. 4222 or accommodations@cvcc.edu.

Important Instructions for the Optional Employment Verification Form (EVF)

Nursing applicants will be awarded additional points for documentation of one (1) year (12 months) of *patient – oriented* healthcare experience. This Employment Verification Form must contain **actual dates of employment and bear the signature of the applicant’s supervisor.***

- Applicants must complete the top of the Employment Verification Form. No other document is acceptable. **The Applicant is responsible for submitting the Form to CVCC before the deadline.**
- Applicants are responsible for providing the Employment Verification Form to the appropriate individual who can verify (the “Verifier”) the applicant’s **actual dates of employment**. The Verifier should complete the lower portion of the Form. *This is not a personal “letter of recommendation”; it is only a verification of employment.*
- Applicants may submit multiple Employment Verification Forms if needed, but the applicant’s work history must amount to 1 year of patient-oriented healthcare experience.
- Military veterans may contact VA Representative on campus for additional information.
- For questions regarding the Employment Verification Form, please contact Benita Beard, Director of Nursing, 828-327-7000, Ext. 4336.

Optional Employment Verification Form

Nursing applicants will be awarded additional points for documentation of one (1) year of *patient – oriented* healthcare experience. This Employment Verification Form must contain **actual dates of employment and bear the signature of the applicant’s supervisor.***

To Be Completed and Submitted by the Nursing Program Applicant:

Applicant Name: _____

Applicant e-mail address: _____

Applicant CVCC ID# _____

To Be Completed by the Verifier of Applicant’s employment history:

Facility Name: _____

Actual Dates of employment (Example: 02-14-16 to 05-2-2019):

From _____ to _____

Verifier’s role/position in above facility: _____

Verifier’s Name (printed): _____

Verifier’s Email Address: _____

Verifier’s Signature: _____

Date: _____

*Applicant’s submission of this document grants permission for CVCC Nursing to contact the Verifier.

The information provided below is for planning purposes only. Admission and curriculum requirements are subject to change without notice.

The following courses **MUST BE COMPLETED** by **January 31, 2023**:

Biology – Completion of a high school biology course with a grade of “C” or higher OR a college level biology course with a grade of “C” or higher.	
Chemistry – Completion of a high school chemistry class taken as part of the high school curriculum (non-developmental) with a grade of “C” or higher OR a college level (100 or above) chemistry course with a grade of “C” or higher.	

Applicants are **not required** to complete the following courses before submitting a MAR Checklist, **but these courses are awarded points** in the competitive selection process. These courses, which require a grade of “C” or better, meet program degree requirements:

BIO 168 – Anatomy & Physiology 1(4 credit hours)	
BIO 169 – Anatomy & Physiology 2 (4 credit hours)	
BIO 275 – Microbiology (4 credit hours)	
ENG 111 – Writing and Inquiry (3 credit hours)	
ENG 112 – Writing/Research in the Disciplines (3 credit hours) OR ENG 114 – Professional Research and Reporting (3 credit hours)	
Humanities/Fine Arts Elective (3 credit hours) Choose one course from ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215 or PHI 240	
PSY 150 – General Psychology (3 credit hours)	
PSY 241 – Developmental Psychology (3 credit hours)	

MAR Checklist Submission Deadline – January 31, 2023 at 11:59pm EST

Name: _____ Student ID#: _____

Admission requirements are subject to change without notice. Students must ensure all materials have been submitted **before** the deadline and as directed by the packet.

- 1. Complete the [CVCC Application](#) with “Nursing-A.D.N.” as the intended major with appropriate entry term.
- 2. Submit official [High School/High School Equivalency Transcript](#).
- 3. Submit all official, sealed [College Transcripts](#). If additional coursework is completed after submission of transcripts, an official *updated* transcript must be submitted to CVCC to ensure all possible transfer credit is awarded.
- 4. Completed a high school or college level **Biology** course with a grade of “C” or higher.
- 5. Completed a high school curriculum (non-developmental) or college level (100 or above) **Chemistry** course with a grade of “C” or higher.
- 6. Met **GPA Requirement (2.80)**.
- 7. Completed **ATI TEAS Exam** with a composite score of **63 or higher**.
- 8. **Submit the completed MAR Checklist before the deadline.** From the student’s CVCC email account, send a scanned or cell phone photo of the completed MAR Checklist to healthcare@cvcc.edu. The *entire* document must be legible and readable.