

Central Lakes College Nursing Program

Application Time-Line, Information and Evaluation Criteria for Associate Degree Nursing Applicants

Academic Year 2014-15

The Associate Degree (AD) Nursing Program is designed to prepare Licensed Practical Nurses to make application to take the National Council Licensure Examination for registered nurse practice. Proof of active unrestricted Minnesota LPN license is necessary. Students currently enrolled in a practical nursing program may apply to the AD Nursing Program prior to their practical nursing graduation. If accepted into the AD Nursing Program, the student must become licensed in practical nursing as of August 1st. Applicants are directed to the Minnesota Board of Nursing for specific information regarding LPN licensure.

Completion of all science courses is required prior to formal acceptance (those courses with a prefix of BIOL or CHEM listed below) into the AD Nursing Program. Completion of all required liberal arts courses is highly recommended. A minimum grade of “C” is required in each of the required courses (liberal arts and sciences) for the AD Nursing Program, **with a minimum GPA of 2.75 in required liberal arts and science courses**. A grade of “C minus” or less is not acceptable. Students must apply each year that they are seeking acceptance to the AD Nursing Program. Admission to nursing programs continues to be highly competitive and in strong demand.

Legal Limitations: Applicants should be aware that there are legal limitations both on the acquisition and retention of the registered nurse license. Licensure requirements are the exclusive responsibility of the Minnesota Board of Nursing, and students must satisfy those requirements independently of satisfaction of the requirements of the college graduation. Students are responsible to contact the Minnesota Board of Nursing if they have questions regarding their eligibility. (612-617-2294)

Criminal Background Study An essential component of the nursing program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with local health care facilities to provide these experiences. Any person who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health must have a criminal background check completed. Results of the study are to be on file in the Department of Nursing before students begin their clinical experiences. **Any student who does not pass the criminal background check will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program and qualify for a degree in nursing.** Students should direct questions and appeals to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: www.dhs.state.mn.us

Requirements: Associate in Science Nursing: A mobility program for Licensed Practical Nurses

LIBERAL ARTS / SCIENCE CREDITS (30 TOTAL)

Required Science Courses

BIOL 2457	Microbiology	4 credits
BIOL 2467	Anat & Phys I	4 credits
BIOL 2468	Anat & Phys II	4 credits
CHEM 1407	Life Science Chem	4 credits

Non-Science Liberal Arts Courses

ENGL 1411	Composition II	4 credits
PHIL 2420	Ethics	3 credits
PSYC 2421	General Psychology	3 credits
PSYC 2431	Human Development	3 credits

NURSING REQUIRED PRE-REQUISITE

*NURS 2522	Medication Administrations Concepts	1 credit
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Nursing Credits (34)

Nursing credits awarded upon acceptance into AD Nursing Program for PN Program	8 cr
NURS 2501, 2502: Professional Nursing Concepts Through the Life Span I & II.....	14 cr
NURS 2500: Professional Nursing Leadership	3 cr
NURS 2513, 2514: Professional Nursing Practicum I & II.....	6 cr
NURS 2518: Clinical Reasoning & Skills in Professional Nursing Lecture.....	1 cr
NURS 2519: Clinical Reasoning & Skills in Professional Nursing Lab.....	1 cr
*NURS 2522: Medication Administration Concepts.....	1 cr

Time Table

Feb 1, 2014

Final application deadline for Associate Degree Nursing Program beginning Fall 2014. *Official transcripts are required in order to be considered for admission to the nursing program; however, students who are enrolled in courses in Spring 2014 and for whom official transcripts are not yet available from their academic institution may submit an unofficial record of letter grade by ***May 15, 2014**. An official transcript must be received by **June 5, 2014** or the accepted student will lose their seat in class. CLC may be able to obtain e-transcripts from Minnesota State Colleges and Universities (MNSCU) www.mnscu.edu/campuses). Contact Registration at 1-800-933-0346, x 8031 for this evaluation.

Feb 28, 2014

Admissions Department will notify accepted applicants and conditionally accepted applicants (applicants completing required coursework during current semester) with confirmation information via postal mail. (Confirmations will be mailed by this date.) **Please do not call** for this information. Confirmation **will not be** given out by any other route than postal mail. An applicant will be accepted before the final acceptance mailing date if they meet all acceptance criteria and have a score of 70 or greater on program ranking.

*May 15, 2014

Unofficial transcripts or record of grade due for students currently enrolled in required courses.

May 23, 2014

Final acceptance mailing date: Admissions Department will notify accepted applicants (and alternates, and alternates with conditions) with confirmation information via postal mail. (Confirmations will be mailed by this date.) **Please do not call** for this information. Confirmation **will not be** given out by any other route than postal mail.

June 5, 2014

Deadline for receipt of official transcript for students still taking Spring 2014 courses that are unable to obtain official transcripts by the May 15st deadline.

June 5, 2014

Deadline for confirmation of acceptance to be submitted to Admissions Department.

Failure to submit confirmation of acceptance by deadline will result in the student's loss of place in program.

Students placed on the alternate list for AD Nursing Program must also submit letter of confirmation that he/she wishes to remain on the alternate list and intends to enroll in summer session NURS 2522 Medication Administration Concepts, if not yet successfully completed previously.

Failure to submit confirmation of acceptance on alternate list by deadline will result in the student's loss of place on the alternate list.

June 11, 2014

Mandatory Orientation for accepted and alternate list students. Site: Brainerd Campus. ***Failure to attend mandatory orientation will result in student's loss of position in program.***

August 1, 2014	Deadline for submission to the nursing lab coordinator or completion of the following: <ul style="list-style-type: none"> • Evidence of current Basic Cardiac Life Support certification • Completed and accepted State of Minnesota Background Study • Current LPN licensure in State of Minnesota validation • Completed Pre-Clinical Health Record Form with all required documentation • Proof of Mantoux testing and results. • Required signed Nursing Program Handbook forms
August 2014	Start of academic year 2014-2015
May 2015	Graduation

ACCEPTANCE CRITERIA

Evaluation of Applicants for Acceptance to the Associate Degree (AD) Nursing Program:

1. The applicant must have **completed all science courses at time of review**. This is based on official transcript evaluation showing course completion. Students who are enrolled in courses in Spring 2014 and for whom official transcripts are not yet available from their academic institution may submit an unofficial record of letter grade by ***May 15, 2014** at the latest. An official transcript must be received by **June 5, 2014** at the latest or the accepted student will lose their seat in class. CLC may be able to obtain e-transcripts from Minnesota State Colleges and Universities (MNSCU) www.mnscu.edu/campuses). Contact Registration at 1-800-933-0346, x 8031 for this evaluation.
2. The applicant must have a grade of **“C” or better in each of the required liberal arts and science courses and NURS 2522**. A grade of “C minus” is not acceptable, and the applicant would not qualify for acceptance into the nursing program. This criterion is based on review of official transcripts. Transcripts must accompany the AD Nursing application.
3. The applicant **must have a minimum 2.75 cumulative GPA in required liberal arts and sciences courses and a minimum cumulative GPA of 2.75 in the Practical Nursing Program**. Applicants who have a cumulative GPA that is less than 2.75 from their practical nursing program **may be** considered for admission to the AD Nursing Program.
4. The applicant should complete the AD Nursing application indicating the dates of employment of LPN work experience.
5. Each applicant is evaluated in comparison to other applicants based on the following criteria:
 - Academic Records
 - GPA of liberal arts and science grades (**2.75 or greater**) 45% (or up to 45 points)
 - GPA of practical nursing program grades (**2.75 or greater**) 15% (or up to 15 points)
 (The GPA of each applicant is ranked against all other applicants seeking acceptance)
 - Number of total liberal arts completed 20% (or up to 20 points)
 - Work experience as LPN documented on AD Nursing application 20% (or up to 20 points)
 - (Each applicant will receive a rating based on months/years of employment as calculated by dates of employment on application.)
 - Total points available 100

6. The AD Nursing Department reviews the Admissions Department's final listing of qualified applicants prior to acceptance; acceptance is based on ranking by number up to 100 points.
7. An applicant will be accepted before the final acceptance mailing date (see timeline) if they meet all acceptance criteria and have a score of 70 or greater.
8. Alternate List: An alternate list will be determined by point ranking per current acceptance criteria (number 5 above) for students who fall into one of the following situations:
 - a. Students whose ranking does not allow them acceptance to the program but otherwise have met all requirements for acceptance will be placed on the alternate list.
 - b. Students who have completed all their science prerequisites but have received a less than "C" grade in one of the four non-science required liberal arts courses who are re-taking the involved course during the spring or summer session will be placed on the alternate list.
 - c. Students who have completed 4 of the 5 required sciences who are taking the last required science course during spring or summer session will be placed on the alternate list.
 - d. Students who have GPA's of less than 2.75 in their pre-requisites and are completing one of the four non-science courses or re-taking any courses to bring up their GPA will be placed on the alternate list.

As places may become available in the program, each alternate will be considered by number on the alternate list and may be "conditionally" accepted awaiting final grades in summer session courses as listed in b. c. and d. above. All conditions of program acceptance must be met in order for the student to be accepted into the AD Nursing program August 1st, 2014, and as space is available.

** For additional information regarding the Associate Degree Nursing Program or to view the Nursing Handbook, refer to the Associate Degree Nursing website, found at <https://catalognavigator.clcmn.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&topicgroupid=1075&entitytype=CDD&entityid=779&loadusercredits=False>.

IMPORTANT CONTACT INFORMATION:

BRAINERD CAMPUS	1-800-933-0346
STAPLES CAMPUS	1-800-247-6836
LOCAL BRAINERD	218-855-8031
WEBSITE	www.clcmn.edu
(to view the AD Nursing Handbook, visit Programs & Majors, then Healthcare/Nursing)	

ADA statement:

An affirmative action, equal opportunity employer and educator. Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Disability Services, disabilityservices@clcmn.edu or 218-855-8175, office E138 to meet and discuss reasonable and appropriate accommodations for your plan. This document is available in alternative formats upon request. TTY users may call MN Relay Service at 7-1-1 or 1-800-627-3529.