



**ADMISSION PROCEDURE  
ASSOCIATE DEGREE NURSING**

**I. ADMISSION PROCEDURES**

A. The following items must be completed and be part of your student records at North Central State College before acceptance to the program can be determined. Explanations of each item follow:

1. Application to the college.
2. Official copy of high school transcript or GED.
3. COMPASS Assessment Test.
4. Apply for Financial Aid (*if applicable*).
5. MTH 103 (C- or above) or qualifying COMPASS/ACT scores.  
*Effective January 2, 2007, high school algebra no longer meets the math requirement.*
6. High school chemistry (grade of C minus or above) or equivalent.
7. NET / HOBET scores.
8. Special Application for the Associate Degree Nursing. **Must be completed by February 1<sup>st</sup> to be considered for the following incoming class.**

Note: An acceptable health physical and verification of immunizations, an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the technical (ADN) course sequence. The BCI&I check, FBI background check, and drug screening will be done at the college at the beginning of the clinical courses.

B. Explanation

1. Application to the College. The general application to North Central State College must be completed and submitted. A letter of acceptance to the college will be sent. Previous students of North Central State College who are re-entering need to update their application to the college.
2. High School Transcript or GED. An official copy of your high school transcript must be submitted. This needs to be ordered by you directly from your high school either in person or by using the North Central State Transcript Request form. High school seniors must have their final transcript on file with the college by June 15.

If you have not graduated from high school, General Education Development (GED) scores must be submitted with the following standards:

- Minimum score of 35 on each standard test.
- Minimum composite score of 45 on all five tests.

3. COMPASS Assessment Test. All students must take the COMPASS Assessment Test before registering for classes. Contact the Admission office for more information.
4. Apply for Financial Aid (If applicable). Contact the Financial Aid Office for more information.
5. MTH 103 Introduction to Algebra. You must complete one of the following:
  - Complete MTH 103 Introduction to Algebra with a C- or better grade, or transfer credit. A grade of C- or transfer credit in a higher lever math course (such as MTH121, MTH130, MTH131 or MTH140) will also meet this requirement.
  - Complete the COMPASS Assessment test with a Numerical Score (NU) of 61 or higher and an Algebra Score (AL) or 31 or higher.
  - Complete the ACT test with a Match score of 21 or higher.
6. High School Chemistry. You must have completed one unit of high school chemistry, or complete CHE 100 Introductory Chemistry, with a C- or better grade, or transfer credit. A grade of C- or transfer credit in a higher level chemistry course (such as CHE 110) will also meet this requirement.

7. Nurse Entrance Test (NET). All students are required to take the NET. The minimum acceptable Composite Percentage Score (Combined Math and Reading) is 60%.

If the composite scores are below the 60% minimum, a course of action will be recommended.

Applicants may retake the NET as often as they wish. It is suggested they allow at least three (3) months between testing. Academic classes may be taken during the three month interval as a means to improve the test score. Students who wish to prepare for this examination should refer to the NET or HOBET Study Guide available in the bookstore, library, and Student Success Center. For more information and test dates, contact the Student Success Center, or visit <http://www.ncstatecollege.edu/studentsvcs/SSC/NET.htm>.

**Note:** The HOBET test is the same as the NET test. If you have already taken the HOBET test, those scores will substitute with the same minimum acceptable score.

8. Special Application for the Associate Degree Nursing Program. Once the above requirements are met (that is, qualifying grades, scores, etc. on file), you need to complete the Application for Associate Degree Nursing form. This is not the same as the application to the college. This special application is available in the Health and Public Service Office, Room 201-HS, and must be completed there. It cannot be mailed to you.

High school seniors applying to the program who will be graduating in the spring of the entering year may complete the special application to the program provided all the above requirements have been met and an official partial high school transcript is on file in the Student Records Office.

**The Special Application to the Associate Degree Nursing Program must be completed no later than February 1<sup>st</sup> of each year.** Students who do not complete the Special Application to the Associate Degree Nursing Program before February 1<sup>st</sup> will not be added to the application pool until the following year.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31<sup>st</sup> of the previous academic year.

**Important** – It is your responsibility to notify the Student Records Office if your address or phone number changes. Failure to keep your contact information updated could prevent you from receiving important communication about your acceptance to the program, which could result in your name being removed from the Associate Degree Nursing Application Pool.

#### C. Pre-Nursing

Students who desire acceptance to the nursing program will be first accepted as pre-nursing students. This status neither implies nor guarantees eventual acceptance into the nursing program. Pre-nursing students may register for developmental, general, and basic courses only. **Students must complete all required developmental reading and writing course work (as identified by COMPASS test: classes that need to be completed before taking ENG101) and have a 2.0 GPA to begin the first quarter in the nursing program.**

## II. ACCEPTANCE

- A. Only students who meet the preceding qualifications are eligible for acceptance into the nursing technology program. Once students meet the requirements and complete the Special Application to the Associate Degree Nursing Program, they are placed in an application pool that is ranked according to the date/time of completion of the Special Application.

Students initially accepted into the program for the upcoming fall quarter class will receive an official acceptance letter and must respond within the deadline noted in the letter. The student can indicate that they accept the position in the class and will begin, cannot start this year but wish to remain in the application pool (defer), or are no longer interested in the nursing program. A student can defer a maximum of two (2) times. After the second deferral, you must accept your next appointment into the

Associate Degree Nursing program or you will be removed from the application pool. Once removed from the application pool, you are required to meet current admission criterion and reapply to be placed back in the application pool.

- B. Students are first accepted into the nursing program by using the date/time order of the Nursing Application Pool. Once the selection process begins for a new class, 25% of the positions in the class will be accepted from the date/time list.

All remaining students in the application pool who have completed four or more of the science courses (BIO 101, BIO 145, BIO 146, BIO 147, BIO 149, BIO 155 and CHE 110) with a minimum grade of C minus, K credit or X credit will be ranked from highest to lowest according to their NET scores. This new list is the NET/Science List. Ties in the NET scores will be broken by looking at the earlier date and time of the Special Application to the Associate Degree Nursing Program and if needed, the earlier application to the college. The remaining 75% of the positions in the class will be filled from this list.

If any of the 75% of positions are not filled from the NET/Science List, all remaining students who have completed BIO145 or BIO149 with a grade of C minus, K credit or X credit will be ranked from highest to lowest according to their NET scores. If all the unfilled positions are still not filled from this list, then all remaining students will be ranked from highest to lowest according to their NET scores.

All updates to the NET/Science List must be done by **March 30<sup>th</sup>**. This includes completion of a science course, update to the Nursing Entrance Test (NET) score, and evaluation of college transcripts for transfer credit. **Transcripts from another college can take up to 30 days to be evaluated before transfer credit is awarded.** Any updates after March 30<sup>th</sup> will not be considered in the selection of the class for that year.

Once the fall quarter nursing class is completely filled and the fall quarter begins, the NET/Science List is inactivated. Students who wish to remain in the application pool for the following year must inform the Health and Public Service office no later than **January 2<sup>nd</sup>**.

This procedure is reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31<sup>st</sup> of the previous year.

- C. An applicant for nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include observation, communication and motor ability. Technological compensation can be made for some disabilities in certain areas, but an applicant should be able to perform in a reasonably independent manner.

Success as a nursing student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most nursing positions involve standing for long hours and performance of activities that require mobility. The Ohio Council of Associate Degree Nursing Education Administrators recommends that the minimum acceptable mental and physical qualifications are:

1. Frequently work in a standing position and do frequent walking;
2. Lift and transfer 50 pounds 6 inches then push or pull 50 pounds up to 3 feet;
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Ability to maneuver in small spaces;
5. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR;
6. Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediment; (for example, listen to a patient's heart sounds through a stethoscope and respond immediately to any noted problems).
7. Physically perform up to a twelve-hour clinical laboratory experience;
8. Perform close and distance visual activities involving objects, persons and paperwork, as well as discriminate depth and color perception;
9. Discriminate between sharp/dull and hot/cold when using hands;
10. Perform mathematical calculation for medication preparation and administration;

11. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage;
12. Make appropriate decisions in a timely manner under stressful situations;
13. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing, using mask and gloves, etc.

These qualifications represent the minimum abilities necessary to successfully complete course and program objectives. The inability to meet these qualifications will interfere with meeting course and program objectives and, therefore, will result in termination from the program.

Applicants are responsible to determine their own eligibility in light of these qualifications, to identify to the college any potential problem areas, and to recommend to the college any particular accommodation they may need. Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation that may be provided by the college.

Requests for reasonable accommodation will be evaluated by the nursing faculty and the Coordinator of Disability Services. Based upon the college's review of the student's response to the qualifications, further evaluation may be required at the student's expense.

For a diagnosed disability, it is the responsibility of the student in need of services to **contact the Coordinator of Disability Services at least eight weeks before the quarter begins in order that evaluation and services may be provided.**

An applicant must possess the emotional health required for full utilization of his/her intellectual abilities. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress.

The above is not intended to discriminate against persons who have physical handicaps that limit their ability to perform these tasks in an adequate manner. This policy protects and insures the safety of both the applicant and his/her clients.

- D. Upon graduation from the nursing program, students are eligible to take the licensing examination administered by the Ohio Board of Nursing. The Board will not approve applications for persons who have been convicted of the following crimes: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated assault, aggravated robbery & aggravated burglary.

### **III. PHYSICAL EXAMINATION/UNIFORMS**

Students accepted to the nursing program will receive physical examination materials from the nursing department at the college. Each student must pass a complete physical with verification of immunizations/immunities and an acceptable Bureau of Criminal Identification (BCI&I) report/FBI background check and drug screening before being permitted to enter clinical areas.

Nursing students are required to purchase uniforms. Purchasing information will be sent along with the physical exam materials. Uniform costs are estimated to be approximately:

Female	- \$350
Male	- \$350

### **IV. CARDIOPULMONARY RESUSCITATION CERTIFICATION**

All nursing students must have a current valid certificate in CPR before they will be allowed to start their clinical classes. This certificate can be obtained through the American Heart Association. The course should be equivalent to North Central State's non-credit offering – CPR for the Health Care Provider. Current certification must be maintained throughout the program.

## **V. STATE TESTED NURSE AIDE CERTIFICATION**

All incoming students must have a current State Tested Nurse Aide (STNA) Certification in order to begin their nursing clinical classes (ADN 131). North Central State College will be working in partnership with Madison Adult Education and Pioneer Adult Education to offer STNA classes, both day and evening. For more information about those classes contact Madison Adult Education at 419-589-6363 and Pioneer Adult Education at 419-347-7744.

Other facilities also offer STNA training, however; they may not include CPR (required for all incoming students) and First Aid in the curriculum. The classes through Madison and Pioneer will include American Heart CPR and Basic First Aid.

## **VI. ACADEMIC YEAR AND SCHEDULES**

A new class is started fall quarter of each year. Lecture and demonstrations are given at the college. Clinical experience is concurrent with the classes and is scheduled in different health care facilities during the year. Students must be able to provide their own transportation.

## **VII. ACADEMIC STANDARDS**

Pre-nursing and nursing students must earn a minimum grade of C- in each science course (BIO 101\*, BIO 145, BIO 146, BIO 147, BIO 155\*, and CHE 110\*) in order to progress to the next course in the sequence. Students earning less than C- may elect to repeat the course. Nursing students receiving less than C- in a science course cannot progress to the next quarter in their nursing sequence.

\*Applies only if taken in or after Fall 1998

Any nursing student receiving a grade of less than C- in nursing courses cannot progress in nursing courses or meet graduation requirements. To proceed in the nursing program will require re-entering the program at a later date either as an advanced standing student or starting the nursing program from the beginning.

## **VIII. LIABILITY INSURANCE**

Each nursing student must carry liability insurance which must be in effect the entire time the student is enrolled. This insurance is purchased through the college at the time of registration.

## **IX. RETURNING AND TRANSFER STUDENTS**

Returning and transfer students must meet the criteria established by the nursing department. The criteria and procedure for admission with advanced standing is available in the nursing department. All returning and transfer students must have a grade point average of 2.5 or better to be considered for acceptance to the nursing program with advanced standing. A student who does not meet this requirement may take courses as a pre-nursing student to achieve this average, thus making her/him eligible to complete an application to the nursing program. In addition, persons desiring to return or transfer to the nursing program must complete all of the following steps:

1. Schedule an appointment with the Director of Nursing through the administrative assistant at (419) 755-4805.
2. Returning and transfer students must contact the Admissions Office at least two months before the start of the quarter you wish to enter to complete or update an application.
3. Transfer students must have an official transcript of their previously completed college courses evaluated. Contact the Student Records Office to begin the process. You may also need to provide descriptions of your previously completed courses and you should also be aware of deadline dates in the college catalog for transcript evaluations.
4. Complete the Health Sciences Re-entry Form. This is available in the Student Records Office. Your file will be sent to the nursing department to determine your eligibility for entry into the nursing program.
5. Once your file has been evaluated, you will be notified by the nursing department of the results.
6. Update your previous physical examination materials if you are a former North Central State student. If you are a transfer student, you will need to have a complete physical by your licensed physician or certified nurse practitioner. Physical examination materials from transfer and returning students must be

submitted prior to the first class day of the quarter. Failure to follow through on this procedure will mean that a student will not be accepted into the nursing sequence.

7. Admission is based on available space in the program and satisfactory completion of the procedure for advanced standing to the nursing program.

**X. IMPORTANT DATES**

February 1<sup>st</sup> – Deadline for Special Application for Associate Degree Nursing

February 28<sup>th</sup> – Recommended deadline for transfer credit request

March 30<sup>th</sup> – Deadline for all updates (science course completion, NET) to application

**XI. CONTACT FOR ADDITIONAL INFORMATION**

North Central State College Admissions  
419-755-4761

Student Success Center  
419-755-4764

Financial Aid Office  
419-755-4899

Health and Public Service Office  
419-755-5635