Nursing Information Packet

2017-2018 Academic Year

Capital Community College
Enrollment Services Office
950 Main Street
Hartford, CT 06103
(860) 906-5140
www.capitalcc.edu

Northwestern CT Community College
Admissions Office
Park Place East
Winsted, CT 06098
(860) 738-6330
www.nwcc.edu

Gateway Community College
Admissions Office
Attention: Nursing
20 Church Street
New Haven, CT 06510
(203) 285-2010
www.gatewayct.edu

Norwalk Community College
Admissions Office
188 Richards Avenue
Norwalk, CT 06854-1655
(203) 857-7060
www.norwalk.edu

Naugatuck Valley Community College
Admissions Office
750 Chase Parkway
Waterbury, CT 06708
(203) 575-8040
www.nv.edu

Three Rivers Community College
Nursing Admissions
574 New London Turnpike
Norwich, CT 06360
(860) 215-9020
www.threerivers.edu

Rev 5/16 Please disregard all previous versions of the Nursing Information Packet.

Please note: information in this packet is subject to change. If you do not intend to apply to the Connecticut Community College Nursing Program for the 2017-2018 academic year, please obtain an updated packet for future years.
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Introduction

The Connecticut Community College Nursing Program (CT-CCNP) is an innovative associate degree program of study offered at six Connecticut Community Colleges. The common nursing programming offers a four-semester curriculum designed to prepare registered nurses to function in the professional role utilizing current standards of nursing practice. In addition, students within the program have the same admission and policy standards, which allows for greater student flexibility.

The Nursing program is a four-semester program which, upon successful completion, awards an Associate in Science Degree. The curriculum is built upon courses from the social and biological sciences, liberal arts, and nursing. These courses provide the foundation for the practice of nursing. Six core values (critical thinking, safe and competent practice, caring, professionalism, communication, and holistic care) provide the framework for the nursing curriculum.

A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates can apply for licensure through the Connecticut Department of Public Health. The graduate is prepared to function as an entry-level practitioner in health care settings such as general or specialty hospitals, extended care facilities, doctors’ offices, and clinics.

Approval and Accreditation

All programs are approved by the Connecticut State Board of Examiners for Nursing with the consent of the Commissioner of the Connecticut Department of Public Health and are accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; P: 404-975-5000, www.acenursing.org.

The Role of the Associate Degree Graduate within the Scope of Nursing Practice

The Nursing Program will provide the graduate with the knowledge and technical skills to practice in a safe, effective and competent manner within the legal and ethical framework for an entry-level Registered Nurse. The scope of practice for the Associate Degree graduate is to provide and manage care for a diverse group of individuals, families and communities in collaboration with members of the health care team consistent with the CT-CCNP core values.

Educational Advancement in Nursing

The CT-CCNP supports advancement in nursing through education. Graduates of the CT-CCNP have the opportunity to continue their education at a number of baccalaureate and advanced degree programs throughout the state and beyond. To learn about the articulation agreements in place for CT-CCNP graduates, go to: www.ct.edu/nursing.

For additional information go to:

Connecticut League for Nursing
377 Research Parkway - Suite 2D
Meriden, CT 06450
Phone: (203) 235-6873
www.ctleaguefornursing.org
Advisement

Advisors/Counselors are available at each college to guide applicants through the admission process. All potential applicants seeking admission to the CT-CCNP are encouraged to read through the Student Information Packet. After reading the packet, *students should direct all questions to the contact at their College of First Choice*. Students are strongly encouraged to attend a **Nursing Information Session** at their College of First Choice to learn more about the CT-CCNP. A list of upcoming Information Sessions can be found at [www.ct.edu/nursing](http://www.ct.edu/nursing).

Below is a listing of the primary contacts at each college.

<table>
<thead>
<tr>
<th>College</th>
<th>Contact Person</th>
<th>Contact Information</th>
<th>General Information</th>
<th>LPN Advisement</th>
<th>Readmission/Transfer Info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital CC</td>
<td>Mike Kriscenski (860) 906-5040 <a href="mailto:mkriscenski@capitalcc.edu">mkriscenski@capitalcc.edu</a></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Capital CC</td>
<td>Nancy Casey (860) 906-5161 <a href="mailto:ncasey@capitalcc.edu">ncasey@capitalcc.edu</a></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gateway CC</td>
<td>Mary Beth Banks (203) 285-2388 <a href="mailto:mbanks@gatewayct.edu">mbanks@gatewayct.edu</a></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Naugatuck Valley CC</td>
<td>Noreen Cerruto (203) 575-8079 <a href="mailto:ncerruto@nv.edu">ncerruto@nv.edu</a></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Naugatuck Valley CC</td>
<td>Mary Manka (203) 596-8657 <a href="mailto:mmanka@nv.edu">mmanka@nv.edu</a></td>
<td></td>
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<tr>
<td>Northwestern CT CC</td>
<td>Joanne Nardi OR Rebecca Ozerhoski (860) 738-6329, <a href="mailto:jnardi@nwcc.edu">jnardi@nwcc.edu</a> OR (860) 738-6420, <a href="mailto:rozerhoski@nwcc.edu">rozerhoski@nwcc.edu</a></td>
<td></td>
<td>X</td>
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<tr>
<td>Northwestern CT CC</td>
<td>Connie Hotchkiss (860) 738-6372 <a href="mailto:chotchkiss@nwcc.edu">chotchkiss@nwcc.edu</a></td>
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<tr>
<td>Norwalk CC</td>
<td>Bill Chagnon (203) 857-7090 <a href="mailto:wchagnon@norwalk.edu">wchagnon@norwalk.edu</a></td>
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<tr>
<td>Norwalk CC</td>
<td>Wendy Fitzgerald (203) 857-7147 <a href="mailto:wfitzgerald@norwalk.edu">wfitzgerald@norwalk.edu</a></td>
<td></td>
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<td>X</td>
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<tr>
<td>Norwalk CC</td>
<td>Carol Yoder (203) 857-7147 <a href="mailto:cyoder@norwalk.edu">cyoder@norwalk.edu</a></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Three Rivers CC</td>
<td>Steven Paternoster (860) 215-9323 <a href="mailto:nursingadmissions@threerivers.edu">nursingadmissions@threerivers.edu</a></td>
<td></td>
<td>X</td>
<td>X</td>
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</tbody>
</table>
**Application Process**

Applicants are required to complete a common nursing application. **The nursing application is only available online and can be accessed through Banner Self Service.** Applicants must have an eight-digit banner number (first eight digits of the NetID) in order to access the application. Applicants who do not have a banner number must first complete a general college application at their college of first choice and be accepted into that college before a banner number is issued. Advisors/Counselors are available at each college to guide applicants through the application process.

The application period for the nursing program is November 1 - February 1 of each year. Applicants to the CT-CCNP must complete the online nursing application and submit all required documentation to the Admissions Office by the **February 1, 2017 deadline.** "College of First Choice” is the college that the applicant would most like to attend. All items received after this date will be marked late and the applicant will not be eligible for admission.

It is recommended that applicants use a pc rather than a mac when attempting to access the online application. **Please make sure your browser allows pop-ups.** Do not use a smart phone to submit your application. Recommended browsers are Internet Explorer and Google Chrome.

Applicants may select a second choice college at the initial time of application. An applicant should only list the college(s) to which s/he would be willing to commute. (Please note: clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.)

**You do not need to wait for your fall course grades or TEAS results in order to submit your nursing application; however all application materials (including all final official transcripts) must be sent to the Admissions Office at the College of First Choice and must be postmarked to the College of First Choice no later than February 1, 2017. Late applications and transcripts will not be accepted.** All applications that are completed by the February 1, 2017 deadline will be reviewed; applicants will be notified in April as to their admission status. **Notification regarding admission into the program is done through Self Service. No acceptance letters will be mailed.**

All initial communication with students will be done through the applicant's community college email address. Applicants that have not activated their community college email address should go to [http://www.ct.edu/netid](http://www.ct.edu/netid) for more information.

To ensure emails do not go into the Outlook Clutter folder. Follow these instructions to turn Clutter OFF prior to applying to prevent this from occurring:

Sign in to the **Outlook Web App**

1. Go to **Settings > Options > Mail > Automatic processing > Clutter.**
2. De-Select/Un-Check the 2 boxes, “Separate items identified as clutter” and “Send me notifications about messages that are separated as clutter”, and then click **Save.**

**Note:** The Clutter folder remains in Outlook after you turned off the Clutter feature by following these steps.

**Application Requirements**

Students are required to submit the following by the **February 1, 2017 deadline:**

- General College application submitted to the college of first choice (separate from the nursing program application) with application fee of $20.00 for first-time applicants to any of the twelve Connecticut Community Colleges.
- Online CT-CCNP application.
- Official high school transcripts* or high school diploma indicating date of graduation, General Educational Development (GED) diploma, or State High School Equivalency diploma. If the applicant is using high school chemistry to satisfy the admission requirement, official high school transcripts are required.
- Official SAT I and/or ACT score reports, if applicable (see page 6 for clarification).
- Official College/University transcripts from **ALL** colleges ever attended (including all CT Community Colleges), regardless of the age of the transcripts and applicability to the nursing program.*
- Official TEAS results, if not taken at a CT Community College.
- Official AP, CLEP, DANTES & other military transcripts must be submitted if the applicant is using one of these tests to meet a specific admissions requirement. See page 10 for additional information.
- Proof of immunizations- consult with your college of first choice for current immunization requirements.

* All transcripts must be final transcripts. Students taking courses in the fall or winter semester must submit transcripts that include their fall & winter grades. **All transcripts (including those with course withdrawals, course failures, and remedial/developmental courses) must be submitted regardless of the age of the transcripts and applicability to the nursing program. This includes any college credits earned while in high school.**

Students who have attended or are currently attending one of the twelve CT Community Colleges must submit community college transcripts from all previously attended Connecticut Community Colleges to the College of First Choice. Please complete an e-transcript request for each college in Banner Self-Service. No deadline extensions will be given to applicants who fail to submit required transcripts from the CT Community Colleges by the application deadline.

**Admission Requirements**

- Proof of high school completion.
- A score of 40 or higher on the College Level Math portion of the Accuplacer; OR SAT I Math score of 550 or higher; OR a score of 22 or higher on the ACT Math test; OR Connecticut Community College MAT*136 or 137, or equivalent or higher, with a grade of C or higher, completed prior to application deadline of February 1, 2017.
- One year of high school Chemistry with a lab or Connecticut Community College CHE*111 or equivalent with a grade of C or higher, completed within five years prior+ to application deadline of February 1, 2017.
- A passing score on the computer proficiency test (taken at your college of first choice)++ or completion of the Connecticut Community College CSA*105, CSA*106 or CSC*101 or equivalent, with a grade of C or higher, completed prior to application deadline of February 1, 2017.
- Connecticut Community College ENG*101: English Composition, or equivalent, with a grade of C or higher, completed prior to application deadline of February 1, 2017.
- Connecticut Community College BIO*211: Anatomy and Physiology I, or equivalent, with a grade of C+ or higher, completed within five years prior+ to application deadline of February 1, 2017.
- Connecticut Community College BIO*212: Anatomy and Physiology II, or equivalent, with a grade of C+ or higher, completed within five years prior+ to application deadline of February 1, 2017 or completed during, but no later, than the spring semester of application year.
- 2.7 Nursing GPA- based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. (please note: if an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant's Nursing GPA.)
- TEAS score. Applicants must have an adjusted individual total score of 53.3% or higher, and must be submitted by February 1, 2017. Test scores will be valid from November 1, 2013 - February 1, 2017.

+ “Five years prior” is defined as having completed the course between December 2011 and February 1, 2017

There may be prerequisite courses that must be successfully completed prior to taking the admission requirements. Challenge exams may exist for certain admission requirements. Please consult with your College of First Choice for additional information. Students should complete the required Accuplacer computerized placement test. The placement test may be waived for students who have prior college English and/or mathematics credits.
Computer Literacy

Applicants must demonstrate computer literacy as an admissions requirement in one of the following ways:

1. Proficiency Exam - a comprehensive test designed for those who are very proficient in computers. If you question your skills, take the appropriate class or attempt the test early so you can register for the appropriate computer course if needed well in advance of the application deadline. Proficiency tests have limited scheduled times and are not given on a “on demand” basis. It is the responsibility of the applicant to contact the college of first choice for future scheduled times.

   The computer proficiency exam is non-transferrable and can only be taken at the college of first choice.

2. Successful completion of CSA*105/CSA*106: Introduction to Software Applications or CSC*101: Introduction to Computers (or equivalent) with a grade of C or higher.

TEAS

The TEAS is a multiple choice test that evaluates essential academic skills: math, science, reading, and English. It is recommended that applicants review biology, chemistry, and math content in preparation for taking the TEAS. The test will take approximately 3 ½ hours to complete. Applicants cannot reschedule their test date. Testing fees are non-refundable.

Scores will be accepted from the TEAS V and the newer version, ATI TEAS. Please note that the TEAS V will be administered until August 30, 2016 and ATI TEAS will begin on August 31, 2016.

Applicants must obtain an adjusted individual total score of 53.3% or higher on either test to be considered for admission. Tests taken prior to November 1, 2013 will not be accepted.

Applicants may retake the TEAS as many times as desired. The CT-CCNP will use the applicant's highest TEAS score when determining eligibility.

The TEAS is administered at Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers. If the TEAS is taken at a site other than one of the Connecticut Community Colleges, applicants must have official results sent by ATI to the College of First Choice by the application deadline of February 1, 2017. Effective July 1, 2015, all community college testing sites will be charging a proctor fee in addition to ATI's registration fee. More information on the proctor fee will be provided at the time of registration for the TEAS.

For testing schedules and registration information, go to www.atitesting.com/ctccteas. Applicants must have an account with ATI & select a CT-CCNP college as their "Institution" of choice in order to register for the TEAS. In addition to selecting a CT-CCNP college when setting up your ATI profile, please use your Banner ID as your "Student/Employee ID." Applicants must log into their ATI account in order to see available testing dates within the community college system.

A study manual for the TEAS is available through www.atitesting.com. Online practice tests are also available through ATI. For additional information about the TEAS, please visit www.atitesting.com.
GPA Calculation
The Nursing GPA is calculated by the Admissions Office at the College of First Choice. Nursing GPA is based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements. The three required science courses (BIO*211, BIO*212 & CHE*111) must have been taken within the past five years (December 2011 – application deadline of February 1, 2017).

If an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant’s Nursing GPA.

High School Chemistry will not be calculated in the Nursing GPA.

For a list of acceptable courses that will meet the CT-CCNP's humanities/fine arts elective requirement, please see www.ct.edu/files/pdfs/nursing-electives.pdf.

Repeat Courses
If a student repeats a course, the highest grade received will be used in calculating the student’s Nursing GPA.

Formula for Computing Ranking
Eligible applicants who meet all of the application and admission requirements are assigned a rank number. Rank numbers are computed by the following formula:

25% = TEAS score
25% = BIO*211 (Anatomy & Physiology I) grade
50% = Nursing GPA

Selection Process: Rank, Random, Waitlist

Rank Selection (75%):
All eligible applicants will be ranked by the CT-CCNP. Each college will fill 75% of their seats by rank.

Random Selection (25%):
Common pool of remaining applicants will consist of all students who were eligible for the program, but were not selected through rank selection. Students will be placed on a list for their College of First Choice and will be selected for that college in random order until the college is full.

Applicants will be considered for random selection at their second choice college if that college has space that wasn't filled through its own random selection process. Once all colleges are filled, the remaining applicants will go onto a waitlist.

Waitlist:
Applicants on the waitlist will be ranked using their original CT-CCNP rank number. The waitlist will be divided into six separate lists based on the College of First Choice. When openings occur, applicants will be selected (in rank order) from the waitlist at that college and offered the nursing seat. Applicants who refuse an offer from their college of first choice will be removed from consideration for the current academic year.

In the event that a college’s initial waitlist is exhausted, applicants choosing that college as their second choice will be rank ordered and offered spaces as they become available. An applicant can refuse the offer of a space at their College of Second Choice and go back onto the waitlist at their College of First Choice.

The waitlist will not carry over from year to year. Applicants who are not selected from the waitlist will need to submit a new application if they want to be considered for admission to the nursing program the following year. Students would need to contact the admission office at the College of First Choice to see what application information is still on file.
PROGRAM OF STUDY*

The following program of study reflects a full-time curriculum plan that students enrolled in the nursing program are required to complete for graduation. Many students make the decision to enroll in the nursing program on a part-time basis, taking the general education courses prior to the nursing courses. Non-nursing courses must be taken in the semester indicated in the plan of study below or may be taken earlier; nursing courses must be taken in the stated sequence.

The admission and pre-requisite requirements of BIO*211: Anatomy & Physiology I, BIO*212: Anatomy & Physiology II, and ENG*101: English Composition are credits (11 credits) that are part of the total 68 credits required for graduation. BIO*211 and ENG*101 must be completed prior to submitting an application; BIO*212 may be in progress and the applicant may be accepted pending successful completion with a grade of C+ or higher. Please refer to page 6 of this packet for a complete list of admission requirements.

A grade of C is required for all co-requisite courses in the nursing plan of study unless a higher grade is required for admission to the program. Co-requisite courses must be satisfactorily completed before or during the semester in which they are scheduled in the curriculum. Students who fail to complete required co-requisite courses may be dismissed from the program.

<table>
<thead>
<tr>
<th>ADMISSION REQUIREMENTS</th>
<th>Credits</th>
<th>PRE-REQUISITE REQUIREMENTS:</th>
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<tbody>
<tr>
<td>+BIO*211: Anatomy &amp; Physiology I</td>
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<td>+BIO*212: Anatomy &amp; Physiology II</td>
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<td>+ENG*101: English Composition</td>
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<th>FIRST SEMESTER</th>
<th>Credits</th>
<th>SECOND SEMESTER</th>
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<tr>
<td>NUR*101: Introduction to Nursing Practice</td>
<td>8</td>
<td>NUR*102: Family Health Nursing</td>
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<td>BIO*235: Microbiology</td>
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<td>NUR*103: Pharmacology for Families Across the Life Span</td>
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<td>PSY*111: General Psychology</td>
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<td>+PSY*201: Life Span Development</td>
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<td>NUR*201: Nursing Care of Individuals and Families I</td>
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<td>NUR*203: Nursing Care of Individuals and Families II</td>
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<td>NUR*202: Pharmacology for Individuals and Families with Intermediate Health Care Needs</td>
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<td>NUR*204: Pharmacology for Individuals Families, &amp; Groups with Complex Health Care Needs</td>
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<td>ENG*102: English Composition &amp; Literature</td>
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<td>NUR*205: Nursing Management and Trends</td>
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<td></td>
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<td>+Elective: Humanities++ or Fine Arts</td>
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*Based upon current curriculum planning these course requirements may change slightly, once finalized a transition plan will be put into place.

Total Program Credits: **68 credits** (General Education Credits - 30 credits; Nursing Credits - 38 credits)

+ There may be a **pre requisite course** that must be successfully completed prior to taking the course.
++ **Norwalk Community College** requires one interdisciplinary course to fulfill core curriculum requirements.
^**Naugatuck Valley Community College** requires COM*100 to fulfill core curriculum requirement.
GENERAL POLICIES

Humanities and Fine Arts Requirements
Humanities and Fine Arts courses will be accepted as defined by the College of First Choice (see [www.ct.edu/files/pdfs/nursing-electives.pdf](http://www.ct.edu/files/pdfs/nursing-electives.pdf) for additional information). If a student has taken the course more than once, the highest grade will be used. If the course has been accepted by College of First Choice and the student attends another Connecticut Community College with a nursing program, the course will be accepted. Advisors/Counselors are available at each college to guide applicants as to what courses are acceptable.

AP Exams
The Colleges grant credit for Advanced Placement Examinations of the College Examination Board with scores of 3 or above according to current college policies.

CLEP Tests
CLEP tests will be accepted for the general education courses with an official CLEP transcript and a PASS score. The following CLEP exams will be accepted (any differences in credits awarded at particular colleges are noted in parenthesis):

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<tr>
<th>Examination Title</th>
<th>Passing Score</th>
<th>Credits</th>
<th>CCC</th>
<th>GCC</th>
<th>NVCC</th>
<th>NWCC</th>
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<th>TRCC</th>
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<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MAT*137</td>
<td>MAT<em>137, MAT</em>172 (awards 6 credits)</td>
<td>MAT*172</td>
<td>MAT*137</td>
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<td>Analysis &amp; Interpretation of Literature</td>
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<td>ENG*102</td>
<td>ENG*102, Eng. Elec.</td>
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<td>ENG*102 (essay is also required)</td>
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<td>College Composition</td>
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<td>ENG*101</td>
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<td>ENG*101, Elective</td>
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<td>General Biology</td>
<td>46</td>
<td>8</td>
<td>BIO*105 (awards 4 credits)</td>
<td>BIO<em>121 BIO</em>122</td>
<td>BIO<em>121 BIO</em>122 (need score of 50)</td>
<td>Science Elec, non-lab (need score of 50, awards 3 credits)</td>
<td>BIO*elective (awards 3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Credits for exams may vary by college. Consult your college of first choice for additional information.

If ENG*101 grade is below C, the individual may take the CLEP test. Please go to the CLEP website for additional information: [www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html).
LPN Advanced Placement

**LPNs who are admitted to the CT-CCNP, are guaranteed a spot to enter the program in the first semester (NUR*101). The option of advanced placement of accepted LPNs into the third semester (NUR*201) cannot be guaranteed at individual college sites. Availability of the advanced placement option is based upon space and other resources for both traditional advanced placement and fast track.**

The Connecticut Community College Nursing Program participates in the Connecticut League for Nursing Articulation Model for LPNs. To be eligible for articulation the LPN must:

- Hold a current Connecticut Licensed Practical Nurse license. You are not eligible for LPN Advanced Placement if your license is not in good standing or you do not hold a current LPN license.
- Satisfy all the CT-CCNP admission requirements.
- Submit a CT-CCNP application and be admitted to the program (*please note, the application process does not vary for LPN candidates*).

Once admitted, LPN candidates will be advised as to their placement within the CT-CCNP. For an LPN to begin the program in the third semester, if space and resources allow, the following requirements must be met:

- Complete the required general education courses of the first year of the CT-CCNP with a grade of C or higher
- Successfully complete the Connecticut LPN Transition Bridge Course at Charter Oak State College (COSC NUR190) and the appropriate college based CT-CCNP LPN transition course (CT-CCNP NUR*130 or NUR*132).
- While LPN program graduates may enroll in COSC NUR 190 prior to licensure as an LPN, current Connecticut LPN licensure is required to enroll in CT-CCNP NUR*130/132.

Students must attain a final grade of 80% (B-) in COSC NUR 190 to be eligible to take CT-CCNP NUR*130/132 and to qualify for advanced placement into the third semester of the CT-CCNP (NUR*201). Based upon course and space availability, students who are unsuccessful in one or both courses may retake the COSC NUR 190 and/or CT-CCNP NUR*130/132 when offered again to follow the LPN Advanced Placement route OR may be eligible to begin the program in NUR*101. Students who are unsuccessful in either COSC NUR 190 or CT-CCNP NUR*130/132 are not eligible for advanced placement into NUR*201. **Space in NUR*101 may not be available at the college of first choice; the student must be willing to begin the nursing program at any of the six colleges with available space in NUR*101.**

Applicants are encouraged to seek advisement from one of the contact persons listed on page four prior to the application process. If admitted to the program, a student must contact the persons listed on page four for advisement regarding advanced placement.

**External Transfer Nursing Applicants**

External transfers will be considered on a space-available basis. An external nursing transfer applicant is defined as a student who has successfully completed one or more nursing courses within the last 18 months at a program outside of the Connecticut Community College system, and wishes to transfer in these courses for advanced placement. Students who wish to transfer nursing courses *with a clinical component* from another college or university will be considered for transfer after the following requirements have been met:

1. The applicant completes the CT-CCNP application for external transfers, and submits the application to the Admissions Office at the college of first choice. Applicants to Gateway Community College must submit all application materials to the Nursing Department. *Applicants must meet all nursing program admission requirements.* Completed applications are due by **July 1** for the fall semester, **January 4** for the spring semester and **May 1** for the summer semester. Applications can be downloaded from the CT-CCNP website: [http://www.ct.edu/nursing](http://www.ct.edu/nursing).

2. A written request for evaluation of nursing course work and nursing course descriptions must be
submitted to the Admissions Office at the **college of first choice** along with the CT-CCNP application. Requests will be forwarded to the Nursing Director at the **college of first choice**. Written requests are due by **July 1** for fall semester requests, **January 2** for spring semester requests and **May 1** for summer semester requests.

3. External transfer candidates must have a **3.0 overall Nursing GPA**. The Nursing GPA is based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements. The Nursing GPA is a calculation specific to CT-CCNP applicants and may differ from your college GPA. *(please note: if an applicant is using a course from a Fresh Start semester to meet a nursing admission or program curriculum requirement, that course will count in the calculation of the applicant’s Nursing GPA.)*

### Transfer Credits

Transfer credit evaluations for nursing applicants are done by the College of First Choice upon the request of the applicant. Twenty-five percent (25%) of the total credits applicable to the nursing degree must be granted by the college awarding the degree. No more than thirty credit hours of non-traditional credit may count towards the nursing degree. Non-traditional credit includes CLEP, DSST, Challenge Exams, Military Service Schools, and Assessment of Prior Learning.

In accordance with transfer of credit guidelines set forth by the Board of Regents, courses which meet nursing program requirements will be accepted by the CT-CCNP. Once an applicant earns credit at the College of First Choice, transfer credit for the same course from another college will not be granted.

**Credits Earned Outside the United States** – Transcripts need to be evaluated by the “Course By Course” option through the World Education Services Inc, PO Box 745, Old Chelsea Station, New York, New York 10113 or another approved site and submitted to the **College of First Choice**. Contact the College of First Choice for additional information.

### Transfer Grades

Grades from colleges not regionally accredited will not be accepted in transfer. A minimum grade of C is required unless otherwise noted by the admission requirements.

A grade of C+ will be determined when the college does not use plus (+) and minus (-) by having the student be responsible for providing the proof that the grade is a C+. A numerical grade of 77-79 will be considered a C+.
STRATEGIES FOR SUCCESS

Nursing Programs are time intensive. Class hours are 1 contact hour to one credit hour and clinical hours are 3 contact hours to one credit hour.

Some of the following suggestions may assist students in time management:

- Plan for two hours of preparation for each hour of class.
- Plan for four hours of preparation for each clinical experience.
- Plan for one hour of preparation for each college lab.
- Plan for additional service learning activities such as blood pressure screening clinics, bloodmobiles, health fairs, and college activities.
- Working can interfere with academic success. Be realistic about your work schedule.
- Students are strongly discouraged from working nights prior to a daytime clinical experience. Sleep deprivation may result in unsafe behaviors which endanger patient and student safety.

ADDITIONAL INFORMATION ABOUT CLINICALS

- Clinical experiences may be assigned during daytime, evening or weekend hours.
- Clinical assignments in all courses are subject to change based upon availability of clinical sites and numbers in groups.
- Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.
- Students must make their own travel arrangements during the program.
- Students will receive a packet of information at the time of acceptance which outlines current college immunization policies.
- Completed CT-CCNP Health Assessment Forms (which document specific requirements for the nursing program) must be on file in accordance with college policy.
Miscellaneous Information for Accepted Nursing Students

BASIC LIFE SUPPORT (BLS) CERTIFICATION
Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are: The American Heart Association Basic Life Support (BLS) for Healthcare Providers OR The American Red Cross CPR/AED for the Professional Rescuer.

A copy of the current certification card will be kept on file at the college which the student is attending. Failure to comply will result in exclusion from the clinical learning experience.

CLINICAL SITES
Clinical learning experiences are planned as an integral part of the nursing courses and are held at a variety of healthcare settings, such as hospitals, extended care facilities, and selected community health centers. Students are responsible for arranging their own transportation to and from assigned clinical sites. Clinical experiences may be assigned during daytime, evening, or weekend hours. Assignment of clinical sites is at the discretion of the nursing faculty. Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.

CRIMINAL BACKGROUND CHECKS, TOXICOLOGY SCREENING & HEALTHCARE PROFESSIONAL/PRACTICE/LICENSURE OR REGISTRY RESTRICTIONS
Many clinical sites are now requiring that criminal background checks, and/or toxicology screening (for drugs and alcohol) be completed on any students who will be attending a clinical rotation at those facilities. Students must follow instructions for obtaining a background and/or toxicology screening at college of attendance.

Students who are found guilty of having committed a felony/misdemeanor and/or are found to have a positive toxicology screen may be prevented from participating in clinical experiences. Results of student background checks and toxicology screening do not become a part of the student’s educational record, as defined by the Family Educational Rights and Privacy Act ("FERPA"). If you cannot participate in a clinical rotation at an assigned facility, you will not be able to complete the objectives of the course and of the program. Specific situations are reviewed by college personnel.

FELONY CONVICTION
At the time of application for RN licensure an applicant will be asked the following question by the Connecticut Department of Public Health: “Have you ever been found guilty or convicted as a result of an act which constitutes a felony under the laws of this state, federal law or the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state? If your answer is “yes”, give full details, dates, etc. on a separate notarized statement and furnish a Certified Court Copy (with court seal affixed) of the original complaint, the answer, the judgment, the settlement, and/or the disposition.”

HEALTH REQUIREMENTS
Immunization Requirements- students will receive a packet of information describing current college policies.

CT-CCNP Health Assessment Form - completed forms (which document specific requirements for the nursing program) must be on file in accordance with college policy.

EXPECTATIONS OF THE RN STUDENT
The Required Competencies for Admitted Students to Deliver Safe and Competent Nursing Care, reflect reasonable expectations of the RN student for the performance of common functions of the registered nurse. In adopting these standards the CT-CCNP is mindful of the client's right to safe and quality health care provided both by our students and graduates. The RN student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations. Additional information on “Expectations of the RN Student” can be found at www.ct.edu/nursing.

WAIVER OF LICENSURE GUARANTEE
Upon successful completion of the Associate of Science degree with a major in Nursing, the graduate is eligible to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurse (NCLEX-RN). Graduation from the CT-CCNP does not guarantee licensure to practice nursing. Licensure requirements and procedures are the responsibility of the Connecticut Department of Public Health, State Board of Examiners for Nursing.
Permission to take the NCLEX-RN examination is established by law and granted by the Connecticut State Board of Examiners for Nursing.

FREQUENTLY ASKED QUESTIONS

How will I know if I submitted my online nursing application?
You will receive an email upon successful submission of the application to your community college email address.

What is the timeline for email communication regarding admission?
Initially, you receive an email indicating you submitted your application. In March, students who are not eligible for admission will receive an email notifying them of ineligibility and the particular reason(s). In April, all students who applied are notified to check Banner Self-Service for nursing decisions.

NOTE: All emails are sent to the community college email address. Please disable the Clutter folder option in your Outlook Web App (see p.5).

What degree will I be awarded?
A graduate of the nursing program is awarded an Associate in Science degree and is eligible to take the NCLEX-RN.

Am I a Registered Nurse when I graduate from the program?
Graduation from the program does not guarantee licensure to practice nursing. The program prepares students to sit for the NCLEX exam and provides them with the skills necessary to succeed in the field of nursing. Students need to pass the NCLEX exam in order to receive a license to practice nursing.

Does a student have a right to choose their clinical setting based on their town of residence or employment site?
The clinical sites are assigned by the course leader for the particular nursing semester and are not based on residence or employment considerations. Clinical sites could be within an hour radius of the college, and may require a mandatory parking fee.

When should I plan to take the TEAS that is required of all potential candidates?
It is recommended that students successfully complete the following courses: General Biology, Chemistry, Intermediate Algebra, and English Composition. Students should complete a review for the test by reading the manual and taking the practice exams.

Why do I have to submit all my college transcripts when some of the courses don’t even count towards my GPA?
Although the student may not believe that anything will transfer into the program, the CT-CCNP requires that a student submit their entire academic history to ensure a complete picture of their academic background.

I am an LPN, how do I apply to the program?
LPN applicants must meet all the admission requirements of the nursing program (listed on page 6) and go through the same application process as all other applicants. If admitted to the program, the student would have their file reviewed by the Nursing Department at the college they will be attending to determine if the student is eligible for advanced standing. Prior to applying, LPN applicants are encouraged to seek advisement from one of the contact persons listed on page 4.

I was previously convicted of a crime; how will this impact my studies?
Please see “Miscellaneous Information for Accepted Students: Criminal Background Checks & Toxicology Screening” and “Felony Conviction” (p13).
Nondiscrimination Policy

The Community College system of the state of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies at each college as the Title IX and Section 504/ADA Coordinator(s).

<table>
<thead>
<tr>
<th>Capital Community College</th>
<th>Northwestern CT Community College</th>
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</thead>
<tbody>
<tr>
<td>Doris Arrington, Dean of Student Services</td>
<td>Ruth Gonzalez, Director of Student Development,</td>
</tr>
<tr>
<td>Title IX &amp; Section 504/ADA Coordinator</td>
<td>Title IX &amp; Section 504/ADA Coordinator</td>
</tr>
<tr>
<td>(860) 906-5086</td>
<td>(860) 738-6315</td>
</tr>
<tr>
<td><a href="mailto:darrington@capitalcc.edu">darrington@capitalcc.edu</a></td>
<td><a href="mailto:rgonzalez@nwcc.edu">rgonzalez@nwcc.edu</a></td>
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<thead>
<tr>
<th>Gateway Community College</th>
<th>Norwalk Community College</th>
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<tbody>
<tr>
<td>Wilson Luna, Dean of Students &amp; Title IX Coordinator</td>
<td>Cheryl DeVonish, Esq.</td>
</tr>
<tr>
<td>(203) 285-2210</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td><a href="mailto:wluna@gatewayct.edu">wluna@gatewayct.edu</a></td>
<td>(203) 857-7016</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cdevonish@norwalk.edu">cdevonish@norwalk.edu</a></td>
</tr>
<tr>
<td>Ron Chomicz, Student Disability Services</td>
<td>Rose Ellis, Dean of Administration</td>
</tr>
<tr>
<td>Section 504/ADA Coordinator</td>
<td>Section 504/ADA Coordinator</td>
</tr>
<tr>
<td>(203) 285-2234</td>
<td>(203) 857-7202</td>
</tr>
<tr>
<td><a href="mailto:rchomicz@gatewayct.edu">rchomicz@gatewayct.edu</a></td>
<td><a href="mailto:relli@norwalk.edu">relli@norwalk.edu</a></td>
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<tr>
<th>Naugatuck Valley Community College</th>
<th>Three Rivers Community College</th>
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<tbody>
<tr>
<td>Jacquie Swanson, Assoc. Dir. of Human Resources</td>
<td>Vicki Baker</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>(203) 575-8043</td>
<td>(860) 215-9208</td>
</tr>
<tr>
<td><a href="mailto:jswanson@nv.edu">jswanson@nv.edu</a></td>
<td><a href="mailto:vbaker@trcc.commnet.edu">vbaker@trcc.commnet.edu</a></td>
</tr>
</tbody>
</table>

| Robert Divjak, Director of Facilities         |                                                   |
| Section 504/ADA Coordinator                  |                                                   |
| (203) 575-8235                                |                                                   |
| rdivjak@nv.edu                                |                                                   |