

Schoolcraft College

Nursing Career Ladder Curriculum (NCLC) Transfer Information and Application Packet 2012-2013

GENERAL INFORMATION

Schoolcraft College offers options for students who wish to transfer into the Nursing Career Ladder Curriculum (NCLC) Program. Each student's application and transcripts will be reviewed and students placed in the program sequence on an individualized basis. Placement occurs after admission requirements are met and as space is available. Applications are accepted on a continual basis.

APPLICATION REQUIREMENTS

1. Apply to Schoolcraft College	Apply to Schoolcraft College online at www.schoolcraft.edu .
2. Request for Transfer	Submit a letter to the Nursing Readmission & Transfer Committee requesting advance standing in the Nursing Career Ladder Curriculum (NCLC).
3. Transcripts	Submit high school & <u>official undergraduate</u> college transcripts from <u>all</u> schools previously attended. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
4. Verify Transcripts	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all transcripts have been received.
5. Counseling and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
6. Eligibility to Return to Original Nursing Program	Submit a letter from the Director or Dean of the original nursing program indicating you are eligible for readmission.
7. Previous Nursing Courses	Must have received a minimum grade of 2.0 in all previous nursing courses attempted in an ADN or BSN program. Latest nursing credits cannot be over two years old.
8. Syllabus from Previous Nursing Courses	Submit catalog descriptions and syllabus for each nursing course completed in the original nursing program.
9. Evidence of Safe Clinical Practice	Submit a letter of recommendation from the clinical instructor or faculty from your latest clinical nursing course.
10. Admissions Exam	Achieve the minimal score on the TEAS Version V Online Exam (Test of Essential Academic Skills) at Schoolcraft College within <u>two attempts</u> (Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V). Test scores are valid for 5 years. Minimum scores required are: Composite: 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science. (See Attachment C)
11. Cumulative GPA	Attain a 2.5 or better cumulative grade point average for all supportive and prerequisite courses.
12. Biology & Chemistry Proficiency	Complete two semesters of high school level courses in Biology and Chemistry with a <u>2.0/C</u> or better in all courses during both semesters. High school transcripts must be submitted to the Admissions and Enrollment Center as proof of completion. - or - Complete Biology 050 and Chemistry 051 with a grade of <u>2.0/C</u> or better in both courses.
13. Anatomy and Physiology College Prerequisite Coursework	Complete BIOL 236 <i>Human Anatomy & Physiology*</i> with a grade of <u>3.0/B</u> or better. - or - BIOL 237 Principles of Human Anatomy & Physiology 1* with a grade of <u>3.0/B</u> or better. Students choosing the BIOL 237 option must also successfully complete BIOL 238 <i>Principles of Human Anatomy & Physiology 2</i> with a grade of <u>3.0/B</u> or better, before starting the nursing program. (BIOL 237-238 sequence is recommended for students planning to pursue a BSN in the future.) *BIOL 101 <i>General Biology</i> is a prerequisite for BIOL 236 and BIOL 237. Time Limits: All <i>Anatomy & Physiology</i> courses must be completed within 5 years of application to the NCLC. Students with A & P courses over 5 years old will need to do the BIOL Refresher Course.
14. Supportive Courses	General Psychology and Abnormal Psychology may be required dependent on program placement. See Attachment A for course descriptions.
15. Apply to NCLC Program	Submit the attached application (Attachment D) to the Nursing Office (AS-510) with the appropriate signatures.

SUPPORTIVE COURSES

In addition to Nursing courses, these supportive courses are part of the NCLC and must be successfully completed by all PN and ADN students. It is highly recommended you complete as many of these courses as possible prior to starting the NCLC. The need to take these course will be dependent upon credit received for previous courses. Please refer to **Attachment A** for a list of courses included in the curriculum.

- NURS 102 Nursing Informatics (semester prior to or during NURS 110 Fundamentals of Nursing)
- NURS 104 Pharmacology (semester prior to or during NURS 110 Fundamentals of Nursing)
- BIOL 114 Basic Human Nutrition (before or during NURS 110 Fundamentals of Nursing)
- PSYCH 201 Introductory Psychology (before or during NURS 110 Fundamentals of Nursing)
- PSYCH 239 Abnormal Psychology (prior to entering second year courses)
- ENG 101 English Composition 1 (prior to entering second year courses)
- Students transferring in to the ADN course level must also complete Math 113, English 102, and Humanities 106 or equivalents.

COLLEGE SUCCESS COURSE

To provide students an opportunity to develop the skills necessary for the demanding field of nursing education, the College offers a nursing specific section of COLLS 130 (Applied Learning Theory for Nursing Majors). This course provides instruction on reading efficiency and speed techniques, learning/study strategies, and critical thinking/test taking skills using nursing materials and concepts. Students can contact the Counseling Center at (734) 462-4429 for more information.

OTHER PROGRAM NOTES

- Nursing courses must be taken in sequence or assigned rotation. A minimum grade of 2.0 in each nursing course is required for progression to the next nursing course.
- Computer lab usage is required in this program. All nursing courses utilize computerized assignments and on-line testing.
- Estimated tuition and fees for the entire NCLC Courses are included in **ATTACHMENT B**.
- Students are required to have a physical exam and meet other health requirements including a urine drug screen.
- Students will need to have a criminal background done by Schoolcraft and must also maintain current CPR certification (Health Care Provider/Professional Rescuer BLS). Specific information regarding these requirements will be provided after acceptance for advanced placement.

ACCEPTANCE

- The order of acceptance of qualified applicants will be based on the date the College receives a **valid** application for advanced placement. An application is **valid** only if **all** of the requirements listed in this document have been met.
- In the event more than one qualified student applies on the same day for the last remaining spot, the applicant with the highest cumulative grade point average in the prerequisite courses will be selected.
- Any incomplete applications received from a student will be returned. Applications can be resubmitted when all of the requirements have been met.
- Students will receive required forms and procedures via US mail or email upon review of application.
- The College expects to have spaces available for transfer students however, the number of spaces may vary each year depending on current enrollment in the NCLC program.

OTHER ACCEPTANCE REQUIREMENTS

Upon acceptance to the NCLC, the student must do the following **prior** to being given authorization to register for the first nursing course:

1. Attend an orientation session with the Assistant Dean of Nursing.
2. Attend a mandatory skills practice session.
3. Achieve 100% (within five attempts) on a Medication Math Proficiency Exam (includes IV therapy calculations).
4. Complete select ATI computerized tests.
5. Meet with Nursing Resource Instructor for a personal interview to discuss educational goals, previous work experience, learning techniques/strategies, ATI Exam results, and recommendations for success in the program.

REGISTRATION PROCEDURE

An authorization to register is only issued by the Nursing Office upon completion of the previous requirements as listed.

Additional detailed information is available in the Nursing Office (734-462-4400 ext. 5662), located in the Applied Sciences Building, Room 510.

PLEASE NOTE: *Requirements for admission to the NCLC program with advanced standing are subject to change at any time.* If you have any questions or need updates on application changes, contact the Nursing Office at 734-462-4400 ext. 5662.

NCLC Course Descriptions

Nursing 102 Nursing Informatics (1-0) 1 credit hour	This course provides an introduction to computers and their use in health care. Technology and internet applications will be discussed and utilized as tools for the nursing student and nurse to provide optimal patient care. Medical terminology and keyboarding skills are introduced and reinforced.
Nursing 104 Pharmacology for Nurses (3-0) 3 credit hours	This course introduces pharmacological concepts and major drug classifications. Drug information includes mechanism of action, drug interactions, medication calculations and dosages, example drugs and patient teaching for specified drug classifications. The nursing process will be utilized to provide beginning knowledge related to safe medication administration.
Nursing 110 Fundamentals of Nursing (5-12) 9 credit hours (15 weeks)	This course is an introduction to the theory and practice of nursing. The student will apply knowledge of health, nutrition, spiritual/cultural diversity and gerontological concepts and ethical/legal standards. Utilization of critical thinking, the nursing process and psychosocial principles will be necessary to meet the needs of the chronically ill and elderly patient. Basic nursing skills will be performed in laboratory, clinical and community settings.
Nursing 124 Medical Nursing (2.5-7.5) 5 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing medical alterations. Theoretical content will focus on cardiovascular, renal, endocrine and immune systems as well as fluid/electrolyte and acid base balance while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.
Nursing 125 Surgical Nursing (2.5-7.5) 5 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing surgical alterations. Theoretical content will focus on musculoskeletal, neurological, respiratory and gastrointestinal systems as well as perioperative care while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.
Nursing 128 Maternal-Child Nursing 1 (2.5-7.5) 5 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for the childbearing family and pediatric clients. Theoretical content will focus on human sexuality, normal pregnancy, labor, delivery, post partum, growth and development and common uncomplicated pediatric health disorders. Clinical practice will include maternity and pediatric experiences in acute and community settings.
Nursing 139 Advanced Concepts in Practical Nursing (1.5-4.5) 3 credit hours (4 Weeks) (optional for ADN students)	This capstone course covers advanced medical-surgical topics as well as issues related to licensure and employment for the practical nurse. In clinical practice, emphasis is placed on functioning with greater independence in providing care to groups of patients. Students gain experience as an active member of the nursing team while working with staff personnel.
Nursing 245 Advanced Medical-Surgical Nursing (2.5-7.5) 5 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing complex medical and/or surgical alterations. Theoretical content will focus on selected body systems while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.
Nursing 246 Psychiatric Mental Health Nursing (2-6) 4 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for adult, child, and adolescent clients experiencing acute or chronic alterations in biopsychosocial functioning. Theoretical content will focus on psychiatric and cognitive disorders as well as difficulties coping with daily living. Clinical experiences are provided in acute and community settings.
Nursing 248 Maternal-Child Nursing 2 (2.5-7.5) 5 credit hours (7 Weeks)	This course emphasizes application of the nursing process and critical thinking skills in caring for the childbearing family and pediatric clients. Theoretical content will focus on complex obstetrical and pediatric health disorders. Clinical practice will include maternity and pediatric experiences in acute and community settings.
Nursing 259 Advanced Concepts in Registered Nursing (2-9) 5 credit hours (7 Weeks)	This capstone course emphasizes application of the nursing process and critical thinking skills to care for groups of complex clients as an active member of the nursing team in acute and community settings. Theoretical content will focus on principles of leadership and management as well as issues related licensure and employment for the registered nurse.

ESTIMATE OF TUITION AND FEES

(Total cost will be dependent upon student placement)

ESTIMATE OF TUITION AND FEES NURSING CAREER LADDER CURRICULUM				
	PN Program		ADN Program	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	\$3,948.00	\$5,781.00	\$5,964.00	\$8,733.00
Registration Fees	\$160.00	\$160.00	\$200.00	\$200.00
Instructional/Equipment Fees	\$188.00	\$188.00	\$284.00	\$284.00
Service Fee	\$40.00	\$40.00	\$50.00	\$50.00
Course Fees	\$1,715.00	\$1,715.00	\$2,617.00	\$2,617.00
Additional Expenses (Approximate)				
Books	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
ACE Passport	\$50.00	\$50.00	\$100.00	\$100.00
Liability Insurance	\$20.00	\$20.00	\$40.00	\$40.00
Background Check	\$10.00	\$10.00	\$10.00	\$10.00
Uniform	\$140.00	\$140.00	\$140.00	\$140.00
Clinical Supplies (penlight, scissors, stethoscope)	\$30.00	\$30.00	\$30.00	\$30.00
Application fee for Licensure & NCLEX	\$317.00	\$317.00	\$317.00	\$317.00
Hepatitis B Vaccine (optional)	\$150.00	\$150.00	\$150.00	\$150.00
Graduation photo (optional) (\$25.00)	\$70.00	\$70.00	\$70.00	\$70.00
TOTAL	\$7,838.00	\$9,671.00	\$11,472.00	\$14,241.00

***Estimation of tuition and fees does not include the cost of textbooks**
The above figures are based on 2011-2012 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents.

NOTE

Requirements for admission to the Nursing Career Ladder Curriculum are subject to change at any time.

Please contact the Admissions and Enrollment Center for updates of any applicable changes.

Phone: 734-462-4426 Fax: 734-462-4553

E-mail: admissions@schoolcraft.edu Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

ADMISSION EXAM: Test of Essential Academic Skills (TEAS)

GENERAL INFO: *It is highly recommended you meet with counseling prior to taking the TEAS exam.*

- The TEAS online version V is a multiple-choice exam.
- The TEAS exam may only be taken a maximum of two times. Results are valid for 5 years. Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V.
- For positive identification, a driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222) on the date of the test.
- **You need to create an account with ATI Testing by establishing a username and password. You must bring your username and password on your test day.** See instructions on page 7 to create your account.

COST: A \$55.00 non-refundable and non-transferable fee must be paid to register to take the TEAS at Schoolcraft College. Fees are subject to change.

TEAS PREPARATION: A TEAS study manual for preparation is available for purchase in the Schoolcraft College Bookstore or can be purchased online at www.atitesting.com. An online practice test can also be purchased from the ATI testing website. A TEAS Preparation Workshop is also offered through Schoolcraft College Continuing Education. Please contact 734-462-4448 for more information.

MINIMAL SCORES: The required minimal scores for acceptance to the NCLC program at Schoolcraft College are:

Composite 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.

- Minimal scores must be achieved within 2 attempts. Individual test results will be available online at www.ATITesting.com. Students will not receive a letter stating if they passed or failed as students can access their own results online and compare them with the minimum scores listed. See below for retaking the TEAS exam.

RETAKE THE TEAS EXAM: Students who score below the minimum TEAS scores **must meet with a counselor** and may need to take the Accuplacer (CPT) test for placement advisement. Students scoring below the Nursing Program level on the CPT will be required to utilize support services and/or complete courses as recommended. Upon completion of the required follow-up, the student will be given approval to retake the TEAS.

- **Only one retake score** will be accepted for the Nursing Program. Students must meet with counseling to determine the best options for student prior to repeating the exam. Repeat exams must be taken at Schoolcraft College.

QUESTIONS: For more information call the Nursing Office at 734-462-4400 ext. 5662.

TEAS REGISTRATION:

1. Complete the registration form and return it with a **\$55.00 check or money order payable to Schoolcraft College**. Seating is limited; refer to www.schoolcraft.edu/assessment/nursing.asp for date availability.
2. Your TEAS registration fee is non-refundable and non-transferable.
3. Your driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222).
4. You are required to create an ATI account. **Your ATI account information is necessary to sit for the TEAS exam. You will not be permitted to sit for the exam without it.** See instructions on page 7 to create your account.

How to Create an Account with ATI Testing

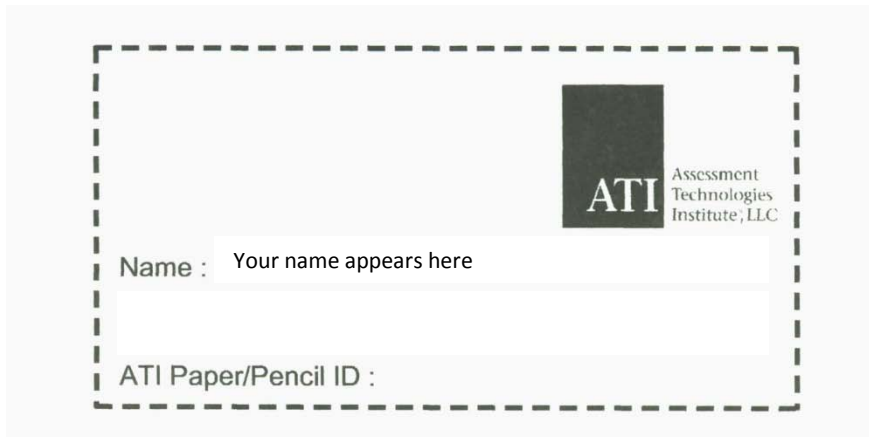
In order to take the TEAS Test you must create an account with ATI Testing and bring your ATI username and password with you on your testing day. Instructions are as follows. (Note: if you already created a User Account when taking the *TEAS practice test* with ATI, do NOT create a second account number.

How to establish your personal username and password with ATI:

1. Go online and access the ATI website, www.atitesting.com On the left hand side of the page enter a username and password for yourself. (**Write them down; you will need them later.**)
2. Click on **Sign in**.
3. Complete the User Information Page – personal, password retrieval, institution and home information.
4. Click **register** at the bottom of the page.
5. Print out the square with your name and ATI username.

You cannot test without your Username and Password.

It will look like this sample:



Bring your **ATI Username and Password** to the TEAS Test at Schoolcraft College.

When you want to get **back into** the ATI site to print out your username go to www.atitesting.com Enter the username and password you have established. Individual test scores will be available online at www.atitesting.com.

Please retain your username and password. If you are admitted to the nursing program, this login will continue to be your personal identifier with ATI.

Test of Essential Academic Skills (TEAS) Registration Form

Student # _____

Name _____

Address _____
Number/Street City State/Zip code

Phone (_____) _____
Area code

Email _____

SELECT A TEST DATE:

TEAS Testing Schedule

DATE	TIME	LOCATION
<input type="checkbox"/> March 2, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> April 6, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> June 1, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> June 8, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> July 6, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> August 3, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> September 7, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> October 5, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> November 2, 2012	9:00am-12:30pm	MC 222

Are you a Schoolcraft College student?

Select one: YES _____ NO _____

Have you taken the NET or TEAS test before?

Select one: YES _____ NO _____

If yes, I verify that I have met with a counselor and completed recommendations before this retake.

Select one: YES _____ NO _____

- I have included the \$55.00 non-refundable and non-transferable check or money order payable to **Schoolcraft College**.
Payment must be included with this registration form. Fees are subject to change.

I understand I will not be able to take the TEAS test on test day without my USER NAME AND PASSWORD. I must also bring a photo ID.

Signature _____

Date _____

Return this completed form and payment to:

Schoolcraft College
Testing Center
18600 Haggerty Rd.
Livonia, MI 48152

Part B: ASSESSMENT TESTING Take an assessment test unless you are exempt (approved by an academic advisor or counselor).

Student:

- has taken assessment test or ⇒
- is exempt

Counselor or Academic Advisor
Signature

Date

--	--

Part C: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills.

Minimum Scores:	ASSET	ACT	Accuplacer
Sentence Skills	46+	18+	71 +
Reading Comprehension	42+	18+	75 +
Arithmetic	53+	19+	75/78 +

Student:

- has met minimum **English** score or ⇒
- has met minimum **reading** score or ⇒
- has met minimum **math** score or ⇒
- has successfully completed ENG 055 with a 2.0/C or better
- has successfully completed COLLS 053 with a 2.0/C or better
- has successfully completed MTH 053 with a 2.0/C or better

Test Score or
Course

Counselor or Academic Advisor
Signature

Date

Test Score or Course	Counselor or Academic Advisor Signature	Date

Part D: CHEM 051 or equivalent. Complete a one year (two semesters) high school level chemistry course with a grade of 2.0/C or better in each semester. You may complete an equivalent college course with a 2.0/C or better to satisfy this requirement.

Student:

- has successfully completed two semesters of high school chemistry (2.0/C or better) (verified by transcript) or ⇒
- has successfully completed CHEM 051 at Schoolcraft College (2.0/C or better) OR
- has successfully completed _____ at _____ with a grade of _____

Counselor or Academic Advisor
Signature

Date

--	--

Part E: BIOL 236 or 237 or equivalent Complete one semester of Human Anatomy and Physiology with a grade of 3.0/B or better.

Student:

- has successfully completed BIOL 236 (3.0/C or better) or ⇒
- has successfully completed BIOL 237 (3.0 or better) (If BIOL 237 is a qualifying class, BIOL 238 must be completed prior to beginning the program.) or ⇒
- has successfully completed _____ at _____ with a grade of _____

Counselor or Academic Advisor
Signature

Date

--	--

Part F: ADMISSIONS EXAM Achieved minimum TEAS Version V Online Exam Scores:

Composite 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.

Student:

- has achieved the minimum scores on the TEAS Version V Online Exam within 2 attempts

Counselor or Academic Advisor
Signature

Date

--	--

Part G: CUMULATIVE COLLEGE GPA Attain a 2.5 or better cumulative grade point average for courses taken at Schoolcraft College or other college.

Student:

- has a cumulative GPA of 2.5 or better.

Counselor or Academic Advisor

Signature

Date

--	--

Part H: ELIGIBILITY TO READMIT ORIGINAL NURSING PROGRAM Attain letter from Director of original nursing program.

Student:

- attached a letter from Dean or Director of original nursing program indicating student is eligible for readmission. (This may be submitted to Nursing Department, AS510.)

Signature

Date

--	--

Part I: EVIDENCE OF SAFE CLINICAL PRACTICE Attain letter of recommendation from the clinical instructor or faculty from latest nursing course

Student:

- attached a letter from the clinical instructor or faculty of the latest clinical nursing course (This may be submitted to Nursing Department, AS 510.)

Signature

Date

--	--

Part J: SYLLABUS AND COURSE DESCRIPTIONS for each nursing course completed in original nursing program

Schoolcraft College: (Submit to Department of Nursing, AS 510.)

- has received syllabus
 has received course descriptions

Signature

Date

--	--

Section III: Application to be signed by student

X

Applicant Signature

Date

RETURN TO: Nursing Office, Applied Science Room 510
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696
Phone: 734-462-4426
Fax: 734-462-4553

DATE RECEIVED: