CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM

Capital Community College, Gateway Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Three Rivers Community College

www.ct.edu/nursing

Nursing Information Packet
2018-2019 Academic Year

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

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

Naugatuck Valley Community College
Admissions Office
750 Chase Parkway
Waterbury, CT 06708
(203) 575-8080
www.nv.edu

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

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

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

Rev 7/17 *Please disregard all previous versions of the Nursing Information Packet.*
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 **2018-2019** academic year, please obtain an updated packet for future years.

Table of Contents

Introduction

The Connecticut Community College Nursing Program (CT-CCNP) is an innovative associate degree program of study offered at six Connecticut Community Colleges (Capital, Gateway, Naugatuck Valley, Northwestern CT, Norwalk and Three Rivers 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.

Upon successful completion of the Nursing program, the college awards the graduate 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.

After the Associate in Science degree is awarded, the graduate 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, F:404-975-5020, email: info@acenursing.org, or web: 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:

> **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 this entire Information Packet. After reading the packet, *students should direct all questions to the contact at their College of Choice*.

Students are strongly encouraged to attend a **Nursing Information Session** at their College of Choice to learn more about the CT-CCNP. A list of upcoming Information Sessions can be found at www.ct.edu/nursing.

College	Contact Person	Contact Information	General Information	LPN Advisement	Readmission/ Transfer Info.
Capital CC	Mike Kriscenski	(860) 906-5040 mkriscenski@capitalcc.edu	X		X
Capital CC	Nancy Casey	(860) 906-5161 ncasey@capitalcc.edu		X	
Gateway CC	Mary Beth Banks	(203) 285-2388 mbanks@gatewayct.edu	X	X	X
Naugatuck Valley CC	Noreen Cerruto	(203) 575-8079 ncerruto@nv.edu	X		
Naugatuck Valley CC	Mary Manka	(203) 596-8657 mmanka@nv.edu		X	
Naugatuck Valley CC	Carol Gabriele	(203) 596-8734 cgabriele@nv.edu			X
Northwestern CT CC	Darryl Reome or Rebecca Ozerhoski	(860) 738-6330, dreome@nwcc.commnet.edu or (860) 738-6420, rozerhoski@nwcc.commnet.edu	X		X
Northwestern CT CC	Connie Hotchkiss	(860) 738-6372 chotchkiss@nwcc.edu		X	
Norwalk CC	Bill Chagnon	(203) 857-7090 wchagnon@norwalk.edu	X	X	X
Norwalk CC	Wendy Fitzgerald	(203) 857-7147 wfitzgerald@norwalk.edu	X	X	X
Norwalk CC	Carol Yoder	(203) 857-7147 cyoder@norwalk.edu	X	X	X
Three Rivers CC	Steven Paternoster	(860) 215-9323 nursingadmissions@threerivers.edu	X	X	X

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 at the **College of Choice** by the **February 1, 2018** deadline**.** "**College of Choice**" is the college that the applicant would like to attend.

The information in this section includes everything you need to do as an applicant to the CT-CCNP and what your College of Choice will do to communicate with you throughout the process. You will find five key sections to aid in understanding the process:

1. Technical computer specifications necessary for applying and receiving communication.
2. The *Checklist of Application Requirements* on page 6 outlines everything you need to do as an applicant. For your own reference, print it out and fill in the column, "Date Complete" as you submit that item.
3. Admission Requirements, listed below, includes a chart to calculate your "NURSING GPA."
    a. Courses & Competencies
    b. Nursing GPA
    c. TEAS
4. Computing Rank & Selection Process
5. The timeline of communication from your application submission through notification of admission decisions, including the specifics of the CT-CCNP selection process.

1. Technical Computer Specifications & Communication

Please review the technical instructions below to ensure you have no difficulties in submitting the application and receiving email from the CT-CCNP.

- Applicants should use a personal computer (not a smart phone, iPad, or Macintosh) when attempting to access the online application.
- Make sure your browser allows pop-ups.
- Recommended browsers are Internet Explorer and Google Chrome.

All communication with applicants is to the student's <u>community college email address.</u> Applicants that have not activated their community college email address should go to http://www.ct.edu/netid for more information. Students need to disable the Outlook Clutter folder prior to submitting the application to prevent messages from unintentionally going into Clutter. Follow these instructions to turn Clutter OFF:

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.

2. **Checklist for Application Process**

Checklist for the CT-CCNP Application Process: All Items Need to be Submitted by FEBRUARY 1, 2018		
Items to Complete	**How**	**Date Complete**
Submit a general college application at the College of Choice if you are not already a student there	• Go to http://my.commnet.edu • Click on apply for admission under "Other Resources"	
Check your community college email account to make sure it is active. This will ensure that you will not miss any communication: ALL COMMUNICATION IS THROUGH YOUR COMMUNITY COLLEGE EMAIL ACCOUNT	http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1463713	
Submit the common CT-CCNP nursing application - *Note: all applicants need to complete a general college application prior to submitting the common CT-CCNP application if they do not already have a NetID* **Application is available November 1 – February 1**	• Go to http://my.commnet.edu. • Login using your NetID & password • Click on the "Banner Self-Service" link (upper right corner of the page) • Select your College of Choice • Scroll right and click the "Selective Programs" tab • Click the "Nursing Application" box • Click "Nursing Program Application for 2018-2019"	
Send all application requirements to your College of Choice:		
Proof of graduation: Official high school transcripts, high school diploma with date of graduation, General Educational Development (GED) diploma, OR State High School Equivalency diploma	• Contact your high school and request, • NOTE: request high school transcripts specifically if also using to fulfill the chemistry competency – see page 7 for additional info • Contact the issuing agency for other proof of graduation options	
Official SAT I/New SAT and/or ACT score reports (if using for math competency)	Contact College Board for the SAT or ACT if using either score to meet math competency - see page 7 for additional info	
Official College/University transcripts from **ALL** colleges ever attended (INCLUDING all CT Community Colleges), regardless of age of transcript or coursework attempted	• If a CT Community College - request through Banner Self-Service (Select the College, Student Records, Transcripts, Official Transcripts, select eTranscripts) • All other colleges/universities, contact that college/university and send electronically if possible • Must be **FINAL** transcripts to be considered complete	
Official TEAS results from ATI (if TEAS not taken at a CT-CCNP College).	• Results of TEAS taken at a CT-CCNP College are electronically submitted to your College of Choice by ATI • If test not taken at a CT-CCNP College, go to www.atitesting.com to request official results to be sent to the College of Choice	
Official AP, CLEP, DANTES & other military transcripts must be submitted if using to meet an admissions requirement	See page 11 for additional info	
Proof of immunizations	Consult with your College of Choice for current immunizations required for general admission to the college	

3. Admission Requirements

Applicants must exhibit each competency through an exam or coursework in the subject areas below to be eligible for admission. Math and chemistry competencies may be met through an exam or high school course, respectively, however the college courses of MAT*136/137 and CHE*111 may still be required as a pre-requisites for other courses.

A. Courses/Competencies Check (✓) the **ONE** that fulfills each subject requirement:

MATH	Meets Competency	✓	Grade Points (Course Only)	Credits	Quality Points
Accuplacer	40 or greater on the College Level Math Portion				
SAT I Math Section/New SAT Math	550/570 or greater				
ACT Math Section	22 or greater				
MAT*136/137: Intermediate Algebra, equivalent or higher	C or greater				
CHEMISTRY*(must be completed between 12/2012-2/1/2018)	**Meets Competency**	✓	Grade Points (College Course Only)	Credits	Quality Points
High School Chemistry with Lab	C or greater				
CHE*111: Concepts of Chemistry or equivalent	C or greater				
COMPUTER LITERACY	**Meets Competency**	✓	Grade Points (College Course Only)	Credits	Quality Points
Computer Proficiency Test	Passing score at College of Choice				
CSA*105, CSA*106: Intro to Software Apps, or CSC*101: Intro to Computers or equivalent	C or greater				
REQUIRED COURSES – Complete All Courses Below	**Grade for Eligibility**	✓	**Grade Points**	**Credits**	**Quality Points**
ENG*101: English Composition or equivalent	C				
BIO*211: Anatomy & Physiology I or equivalent	C+ *(must be completed between 12/2012-2/1/2018)				
BIO*212: Anatomy & Physiology II or equivalent	C+ *(must be completed between 12/2012-6/1/2018) OR can be IN PROGRESS during spring semester of application year				

Program of Study Co-Requisite Courses to Include in the Calculation of the Nursing GPA *(You can elect to take these courses prior to enrolling in the nursing program. If you earn a grade that meets the minimum required it WILL be calculated into your Nursing GPA for admission)*:

COURSE	Minimum Grade	✓	Grade Points	Credits	Quality Points
BIO*235: Microbiology	C				
PSY*111: General Psychology	C				
PSY*201: Lifespan Development	C				
SOC*101: Principles of Sociology	C				
ENG*102: English Composition & Lit	C				
^ELECTIVE: see info on page 8	C				
Nursing GPA = Total Quality Points / Total Credits =					

B. Nursing GPA

The Nursing GPA is calculated by the Admissions Office at the College of Choice. Nursing GPA is based only on the college courses with grades that meet the nursing admission and nursing program curriculum requirements (all courses in the chart on page 7). The three required science courses (BIO*211, BIO*212 & CHE*111/High School Chemistry) must have been taken within the past five years (dates in the page 7 chart).

- **Nursing GPA must be 2.7 or higher to be eligible for admission.**
- 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.
- If an applicant repeats a course, the highest eligible grade is used in calculating the Nursing GPA.
- High School Chemistry will not be calculated in the Nursing GPA.
- ^For a list of acceptable courses that meet the CT-CCNP's elective requirement, please see www.ct.edu/files/pdfs/nursing-electives.pdf.

To Calculate Nursing GPA:

1. Multiply the grade points (for each class you have completed on page 7) by the number of credits for that course to determine the quality points (your transcript has this information on it next to each course)
2. Divide the quality point total by the total number of credits for the courses = Nursing GPA

Example:

Grade	Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

COURSE	Grade	Grade Points	Credits	Quality Points
ENG*101	A	4.0	3.0	4.0 x 3.0 = 12.0
BIO*211	A-	3.7	4.0	3.7 x 4.0 = 14.8
BIO*212	B+	3.3	4.0	3.3 x 4.0 = 13.2
		TOTAL	11.0	40.0

Nursing GPA = (Total Quality Points / Total Credits) = 40.0 / 11.0 = 3.64

C. TEAS

The TEAS is a multiple-choice test that evaluates essential academic skills in math, science, reading, and English. The test will take approximately 3 ½ hours to complete. Test dates cannot be rescheduled after registration. Testing fees are non-refundable.

- **Applicants must obtain an adjusted individual total score of 53.3% or higher to be eligible for admission.**
- Tests taken prior to November 1, 2014 will not be accepted.
- Applicants may retake the TEAS as many times as desired. The CT-CCNP will use the applicant's highest qualifying TEAS score when determining eligibility.
- 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.
- 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 CT-CCNP Colleges, applicants must have official results sent by ATI to the College of Choice by the application deadline of February 1, 2018.
- Do not wait until you have your TEAS results to submit your CT-CCNP application. You can submit the application and all other materials prior to taking the exam.

For testing schedules and registration information, go to www.atitesting.com. 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.*

4. Computing Rank & Selection Process

Formula for Computing Rank

All *eligible* applicants will be ranked through the CT-CCNP admissions process. Eligible applicants who meet all of the application and admission requirements are assigned a rank position among all other applicants for all six colleges.   Rank positions/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%):

Each college will fill 75% of their seats by rank.

Random Selection (25%):

The remaining applicants consists of all students who are eligible for the program, but who were not selected through rank selection. Twenty-five percent of spaces at each college are filled through the random selection of these applicants.

Waitlist:

Applicants on the waitlist are ranked by their original CT-CCNP rank number. The waitlist is divided into six separate lists based on students' College of Choice. When openings occur, applications will be selected in rank order and offered a nursing seat at that college. Applicants who refuse an offer from their College of Choice are removed from consideration for the current academic year.

In the event that a college's initial waitlist is exhausted, applicants will be offered a space, based on their overall CT-CCNP rank, as they become available. If an applicant is offered a space at a college other than their College of Choice, the applicant can refuse the offer and remain on the waitlist of their College of 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 the following year. When filing a new application, applicants need to contact the admission office at the College of Choice to see what application information is still on file.

5. Timeline of Communication with Applicants & What to Expect

As stated earlier, ALL communication from the CT-CCNP will be to your Community College email address.

Application Submission

- You will know that your CT-CCNP application has been successfully submitted when you receive an email within an hour of clicking "submit." The content of this email will let you know you that your application made it to its destination and who to contact should you need to make any changes (the College of Choice).

Incomplete Application

- If you are missing items, you will receive an email within the **first ten days of March 2018**. It is the student's responsibility to check for this email and respond within the timeframe allotted in the email. Failure to reply by the due date will result in an ineligible application.

Decisions

- All applicants will be notified by email within the **first ten days of April 2018** that decisions are ready to view in Banner Self-Service
- The three possible decisions:
    i.   Admitted Student – all necessary acceptance documents will be posted in Banner Self-Service for the student to print, review, and submit included forms
    ii. Waitlisted Student – eligible applicant but not enough spaces. A paper letter will be sent following the electronic notification to indicate your exact placement on the waitlist at the College of Choice. The waitlist number will not be given to students by email or telephone. It is important to make sure your correct address is on file (check Banner Self-Service and make any changes prior to April 1, 2018 if necessary)
    iii. Ineligible Student - due to missing requirements

Program of Study

The nursing program of study is in the process of revision for students starting in Fall 2018.
General education courses will remain at 30 credits.
This includes the 11 credits of coursework required for admission: ENG*101, BIO*211 & BIO*212, as well as the following co-requisite courses:
BIO*235: Microbiology (4 credits)
PSY*111: General Psychology (3 credits)
PSY*201: Life Span Development (3 credits)
SOC*101: Principles of Sociology (3 credits)
ENG*102: English Composition & Literature (3 credits)
Elective: differs by CT-CCNP college (3 credits), for a listing of acceptable courses, please see
www.ct.edu/files/pdfs/nursing-electives.pdf.

- A grade of **C or higher** 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.

GENERAL POLICIES

Elective Requirement

Elective courses will be accepted as defined by the College of Choice (for additional information, see www.ct.edu/files/pdfs/nursing-electives.pdf). If a student has taken the course more than once, the highest grade will be applied. If the course has been accepted by College of 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 to meet requirements.

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):

Examination Title	Passing Score	Credits	Equivalent Course Numbers					
			CCC	GCC	NVCC	NWCC	NCC	TRCC
College Algebra	50	3	MAT*137	MAT*172	MAT*172	MAT*137	MAT*172	MAT*172
College Math	50	6		MAT*109, MAT*137				
Analysis & Interpretation of Literature	50	3	ENG*102	ENG*102	ENG*102	ENG*102 *(essay is also required)*	ENG*102	ENG*102, Elective *(6 credits)*
College Composition	50	3	ENG*101	ENG*101, ENG*200 *(6 credits)*	ENG*101	ENG*101 *(research paper is required)*		ENG*101, Elective
Introductory Psychology	50	3	PSY*111	PSY*111	PSY*111	PSY*111	PSY 111	PSY*111
Human Growth & Development	50	3	PSY*201	PSY*201	PSY*204	PSY*204		PSY*201
Introductory Sociology	50	3	SOC*101	SOC*101	SOC*101	SOC*101	SOC*101	SOC*101
General Chemistry	50	8	CHE*121 CHE*122	CHE*100 *(3 credits)*	CHE*121 CHE*122		CHE*121 CHE*122	CHE*elective
Information Systems & Computers	52	3	CSA*105	CSC*101		CSC*102	CSA*105	CSC*1XXX
General Biology	46	8	BIO*105 *(4 credits)*	BIO*100 *(need score of 50, 3 credits)*	BIO*121 BIO*122	Science Elec, non-lab *(need score of 50, 3 credits)*		BIO*elective *(3 credits)*

Credits for exams may vary by college. Consult your college of 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.

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 for 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 unencumbered 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 NUR 190) 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 be eligible to 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.

Transfer Information

External Transfer Nursing Applicants

External transfers will be considered on a space-available basis at each college. 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 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 external 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 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 3** for the fall semester, **January 2** 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.

2. A written request for evaluation of nursing course work and nursing course descriptions must be submitted to the Admissions Office (Nursing Department at Gateway Community College) at the **College of Choice** along with the CT-CCNP application. Requests will be forwarded to the Nursing Director at the **College of Choice**. Written requests are due by **July 3** 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 completed by the College of Choice upon the request of the applicant. Important points:

- 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 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 Choice**. Contact the College of Choice for additional information.

Transfer Grades

- To transfer courses, a minimum grade of C is required from regionally accredited colleges, unless otherwise noted by the admission requirements. Courses from colleges not regionally accredited will not be accepted in transfer.

- 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 and program success:

- Plan for two or more hours of preparation for each hour of class.
- Plan for at least four hours of preparation for each clinical experience.
- Plan for at least one hour of preparation for each hour of a 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, class or college lab. Sleep deprivation may result in unsafe behaviors which jeopardize patient and student safety.
- Due to the interactive nature of teaching and learning in the nursing program, students should have convenient access to a Wi-Fi connection to support effective use of teaching and learning resources (i.e. digital textbooks and learning tools).
- A nursing student fee is assessed each semester to cover standardized assessment testing throughout the program and a National Council Licensure Exam for Registered Nurses (NCLEX-RN) review course at the end of the program. Standardized testing addresses students' potential for success in the program as well as success on the NCLEX-RN. Students should utilize this additional resource throughout the program as a means of ultimate preparation for the NCLEX-RN.

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 number of students in clinical 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 to the program which outlines current nursing program specific immunization policies.
- A completed CT-CCNP Health Assessment Form (which document specific requirements for the nursing program) must be on file in accordance with college policy.
- 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 settings.
- Assignment of clinical sites is at the discretion of the nursing faculty.

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 Basic Life Support for Healthcare Providers. Failure to comply will result in exclusion from the clinical learning experience.

CRIMINAL BACKGROUND CHECKS, TOXICOLOGY SCREENING & HEALTHCARE PROFESSIONAL/PRACTICE/LICENSURE OR REGISTRY RESTRICTIONS
Due to clinical learning affiliate requirements, criminal background checks and toxicology (drug) screening may be required for all CT-CCNP students prior to participation in clinical experiences. 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 in accordance with clinical learning facility policy. 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 a student cannot participate in a clinical rotation at an assigned facility, the student will not be able to complete the objectives of the course and of the program.

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." The Connecticut Department of Public Health review and make all decisions regarding these cases.

TECHNICAL STANDARDS OF THE RN STUDENT
The *Technical Standards* provided on page 5 and in Appendix A of the **Student Handbook**, http://www.ct.edu/academics/nursing#docs, reflect a sample of performance abilities and characteristics necessary to successfully complete the requirements of the nursing program; these standards are not admission requirements. The student is responsible for notifying the nursing director and the *Disability Services Coordinator* of conditions that may impact the student's ability to meet the *Technical Standards*.

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.

PROGRAM COST
Tuition and fees for CT-CCNP students can be found at www.ct.edu/admission/tuition. Nursing students will incur additional fees including but not limited to a clinical program fee, and a fee to support assessment of learning and preparation for the NCLEX-RN. The clinical program fee-level 1 is assessed on a per semester basis to cover costs related to clinical rotations. Additional expenses specific to the nursing program relate to essential requirements of the program such as clinical uniforms and supplies, health, immunization, toxicology screening, and background checks.

WAIVER OF LICENSURE GUARANTEE
Upon successful completion of the Associate in Science degree with a major in Nursing, the graduate is eligible to take the National Council of State Boards of Nursing 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 do I take the Computer Literacy Exam?
Contact your College of Choice EARLY to find out when the proficiency exam will be offered. 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 an "on demand" basis.

In the past there was a College of Second Choice option, why is it no longer offered?
The College of Choice, formerly known as College of First Choice, waitlists have always assisted in filling open spaces at a college. Given this, there had been no need to utilize the College of Second Choice as an option. This option was often misunderstood by students to mean that admission would be considered by two colleges, when in fact the College of Second Choice was only utilized to fill open spaces after the initial waitlist was exhausted. The misunderstanding by students coupled with the lack of need for it has caused the CT-CCNP to remove this option from the application. If a college does go through their initial waitlist, students will be contacted in rank order for consideration at that particular college. Students have the right to refuse an offer of admission at that college and still remain on the waitlist at their College of Choice.

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-RN and provides them with the skills necessary to succeed in the field of nursing. Students need to pass the NCLEX –RN 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 faculty/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. A study manual for the TEAS is available through www.atitesting.com.

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 7) 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 & Healthcare, Professional/Practice/Licensure or Registry Restrictions" and "Felony Conviction" on page 15.

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).*

Capital Community College Doris Arrington, Dean of Student Services, Title IX & Section 504/ADA Coordinator (860) 906-5086 darrington@capitalcc.edu	**Northwestern CT Community College** Ruth Gonzalez Director of Student Development, Title IX & Section 504/ADA Coordinator (860) 738-6315 rgonzalez@nwcc.edu
Gateway Community College Wilson Luna Dean of Students & Title IX Coordinator (203) 285-2210 wluna@gatewayct.edu Ron Chomicz Student Accessibility Services, Section 504/ADA Coordinator (203) 285-2234 rchomicz@gatewayct.edu	**Norwalk Community College** Cheryl DeVonish, Esq. Title IX Coordinator (203) 857-7016 cdevonish@norwalk.edu Rose Ellis Dean of Administration, Section 504/ADA Coordinator (203) 857-7202 rellis@norwalk.edu
Naugatuck Valley Community College Jacquie Swanson Assoc. Dir. of Human Resources, Title IX Coordinator (203) 575-8043 jswanson@nv.edu Robert Divjak Director of Facilities, Section 504/ADA Coordinator (203) 575-8235 rdivjak@nv.edu	**Three Rivers Community College** Edward Derr Student Services, Title IX Coordinator and Diversity Officer (860) 215-9255 ederr@trcc.commnet.edu