COMPLETE APPLICATIONS FOR THE FALL 2016 PRACTICAL NURSING PROGRAM CAN BE SUBMITTED TO THE NURSING DEPARTMENT SECRETARY BEGINNING SEPTEMBER 1, 2015

A SEPARATE COLLEGE APPLICATION AND NURSING PROGRAM APPLICATION MUST BE SUBMITTED PRIOR TO TAKING THE ENTRANCE TEST.

THE APPLICATION PROCESS MUST BE COMPLETED BY
MARCH 31, 2016
Dear Prospective Student:

Thank you for your interest in the Practical Nursing Program at Shawnee Community College. The College has an Open Door Admission Policy, however, there are some programs which have admission requirements. You will find the admission requirements for the Practical Nursing Program on the second page of this packet. Please read through the information carefully.

Admission into the Practical Nursing Program is based on the composite score of the required entrance test and points awarded for completion of the required general education classes. This process is explained in the packet. Please note that BIO115 must be taken before BIO 210 and BIO 210, Introduction to Anatomy, must be completed with a grade of “C” or better before beginning the program.

We highly recommend that you have as many as possible, if not all, General Education courses completed before starting the LPN program.

If after reviewing this material you have any questions regarding the program or the admission criteria, please call the Nursing Office at (618) 634-3200, ext. 3282.

Again, thank you for your interest in Shawnee Community College and best wishes in your educational endeavors.

Sincerely,

Denise Griffith, MSN, RN
Director of Nursing

DG:lc

Enclosures
SHAWNEE COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM

Admission Requirements

The following procedures apply to all prospective students seeking admission to Shawnee Community College Licensed Practical Nursing program. Failure to comply with the deadline dates designated by the College will terminate the application for the class in which the applicant is seeking admission; and it will be the responsibility of the applicant to inform the Nursing Department if he/she wishes to be considered for admission to a future class. **Test scores are good for two years; however, a new application must be completed each year and submitted by the required deadline.**

A) All application materials must be delivered to the Nursing Department Secretary by March 31, 2016.

   The required application materials include: a completed Practical Nursing Application form (found in this packet), unofficial College Transcript, degree audit, picture ID and TEAS test scores. Please complete the entire Shawnee Community College application for admission. For the Degree Section, mark one-year certificate in LPN.

B) Follow the procedure for taking the Pre-Admission Examination as listed on the next page.

C) Students are rank-ordered for admission. **Preference is given to in-district applicants.** A total of two positions each will be reserved for employees of Missouri, Kentucky and Illinois hospitals in which SCC does clinics at if the employees fall within the top 50 applicants. All other out-of-district applicants are rank-ordered at the bottom of the in-district list.

D) Points will be added to the Adjusted Individual Total Score for completion of BIO 210, Intro to Anatomy; HLT 116, Nutrition; ENG 111, English Composition I and PSY 211, Introduction to Psychology. Points will be given as follows: A = 3 points, B = 2 points. These points will be counted only at the time of the class selection in April. Classes completed after that time will not count as points toward admission.

D) If a tie occurs the reading score will be used as the tie breaker.

E) HLT 116, Nutrition; ENG 111, English Composition I, PSY 211, Introduction to Psychology and Introduction to Anatomy, **BIO 210**, must be completed with a grade of “C” or better before beginning the PN program. Please note the college’s prerequisite, **BIO115**, for **BIO 210**. Students transferring in the Anatomy prerequisite must have completed 8 credit hours (**A&P I & II**) with a grade of “C” or better. **An accumulative GPA of 2.0 is required.**

F) The nursing class will be selected the middle of April and notification letters will be mailed no later than the end of May. If you have not received a letter from the college Nursing Department by May 30th, please contact the Nursing Department at (618) 634-3282.

G) Students accepted into the program must submit a completed Shawnee Community College Physical Form which demonstrates physical capabilities to perform all clinical work expected of a student practical nurse. (The physical form is not required until an acceptance letter into the program is received. The physical form will be provided during a scheduled orientation session.)

I) Students must submit to a criminal background check and drug test after being accepted into the program.

J) Students must provide proof of personal health insurance or a medical card.

K) Students must take the nursing orientation class, PN 101, offered during the summer and receive a “pass” grade.

L) Failure to comply with the deadline dates designated by the college **WILL** terminate the application for the class in which the applicant is seeking admission; and it will be the responsibility of the applicant to inform the Nursing Department if he/she wishes to be considered for admission to a future class.

M) Applicants who are not admitted and are on a waiting list will not be carried over for the next year. If interested in applying for the next year’s program, a new application must be submitted.

If you have questions regarding this process, please contact the Nursing Department at (618) 634-3282. The toll free number is 1 (800) 481-2242, ext. 3282.
The test given for entry into the Shawnee Community College Practical Nursing program is the Test of Essential Academic Skills (TEAS) Version 5 from the Assessment Technologies Institute, LLC (ATI). Applicants wishing to prepare for the test can purchase the TEAS Study Manual or access to online practice tests. A combination package of the study manual and online access is also available. Please note that these products are optional. If you are interested in purchasing any of the items go to www.atitesting.com and click on Online Store for more information.

1. Each applicant may take the entrance test twice between September 1, 2015 and March 31, 2016. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be accepted. Two weeks between the tests are required. The entrance test must be taken at the Shawnee Community College Testing Center. Exceptions may be allowed by the Director of Nursing based on extenuating circumstances. A TEAS score of 50 or greater is required.

2. The cost of the test is $60.00 each time it is taken and can be paid the day of the test.

3. The applicant should schedule the entrance test through the Shawnee College Testing Center by calling (618) 634-3200, ext. 3316. The test is administered via the computers in the Testing Center. All efforts will be made to accommodate the student in regard to scheduling, however due to the high usage of the testing center it is recommended that individuals schedule a testing time well in advance. You must have your receipt for payment and photo ID in order to take the exam (No exceptions). Payment is to be made at the Bursar’s Office and a receipt for payment will be given to the payee. Payment can only be made after the applicant has submitted their application and transcripts or GED record to the Nursing Department.

4. Upon taking the test the applicant will be given a photocopy of the test results. The original copy of the test results will stay with the testing coordinator. Please bring your test scores down, after testing, to the Nursing Department to be copied and put on the spreadsheet.

5. Test scores are good for two years; however a student must complete a new application form for each year and submit it by the required deadline.

6. The applicant must submit a program application (included in the admission packet) and pay the fee for testing before or on the day of testing. The program application should be submitted to Linda Brown, the secretary in the Nursing Department. A current program application must be on file for the applicant to be considered as a candidate. Please note this application is different than the college application.

7. The last date for test scores and applications to be accepted for the 2016/2017 academic year is March 31, 2016.
FACT SHEET
POTENTIAL PRACTICAL NURSING STUDENTS

1. There is a combined total of approximately 60 persons selected for the full-time and part-time class in August of each year. (Part-time evening program, offered every other year, will accept 10 students and all other part-time students will be offered classes according to test and points ranking during the day, Monday through Friday.)

2. The selection of students is based on the stated admission criteria. The test scores are very important. They are rank ordered and the class is accepted rank order highest to lowest. Priority will be given to residents of the Shawnee Community College District.

3. Selection of the class will be completed and letters of notification will be mailed by the end of April. Potential students will receive a letter indicating their acceptance into the program or their placement on a waiting list. Any individual, not receiving a letter by May 30th, should contact the Nursing Department.

4. The length of the full-time program is 11 months from start to finish. Full-time Practical Nursing students go to school all year round which includes the summer term. The length of the part-time evening and part-time day time program is two years including the summer semesters.

5. The student will need to provide your own transportation to and from the campus and to and from your assigned clinic site. The clinic sites currently in use are located in Marion, IL, Metropolis, IL, Paducah, KY, Herrin, IL, Carbondale, IL and Cape Girardeau, MO. Every effort is made to schedule students close to home for clinical rotations. On occasion it is necessary to schedule a Saturday or an evening clinic. If this occurs you will be notified in advance.

6. Potential Practical Nursing Students should not purchase anything until after they have attended the nursing orientation and registration session which are scheduled in June and July.

7. The approximate cost for the program is $7,474.00. This cost includes tuition, fees, textbooks, uniforms, equipment, and licensure application.

8. A physical examination, criminal background check, and drug test are required. Information regarding these will be provided during orientation sessions.

The PN program has been chosen as a targeted program for the Perkins Grant. This Federal Vocational Grant supplies supplemental services such as tutoring, adaptive equipment, supplies, etc. for students who would qualify as academically challenged, physically handicapped, economically disadvantaged, LEP (Limited English Proficient), and non-traditional (male) students in this targeted program. Information on this program will be provided during orientation.

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to race, sex, age, national origin, or disability. Contact the College’s Title IX and Section 504 Coordinator if you have a question or concern.
NURSING PROGRAM ADMISSION CHECKLIST

___ Submit to Admissions Office:

- SCC College Application
- High School Transcript
- Official College Transcript (transfer credits)

___ Submit to the Nursing Department:

- Nursing Program Application
- Unofficial College Transcript
- Degree Audit Verification must be attached with a signature from counselor: Dee Blakely, Monica Brahler, Danielle Boyd or Greg Shepard
- Copy of Driver’s License
- TEAS test scores

___ Call SCC Testing Center to schedule the entrance (TEAS) test. (618) 634-3200, ext. 3316

___ Meet with College Advisor to enroll for BIO 210, Intro to Anatomy, if needed. **Student must have completed the prerequisite BIO 115 prior to enrolling in BIO 210.**
SHAWNEE COMMUNITY COLLEGE
SCHOOL OF PRACTICAL NURSING

APPLICATION

All questions are to be completed by applicant.  (Please Print)

NAME ____________________________________________________________

LAST (MAIDEN) FIRST MIDDLE ________________________________________

ADDRESS
F.O. BOX/STREET NAME & NUMBER/ROUTE  CITY/STATE  COUNTY  ZIP CODE

HOME PHONE NUMBER ___________________________  CELL PHONE NUMBER ______________________

E-MAIL ADDRESS ____________________________________________________

SOCIAL SECURITY NUMBER ______________________  UNITED STATES CITIZEN ___ YES ___ NO

NAME OF PARENT, GUARDIAN, OR SPOUSE _____________________________________________

ADDRESS & PHONE NUMBER ________________________________________________

EDUCATION:

NAME & LOCATION OF HIGH SCHOOL _____________________________________________

DATE GRADUATED OR YEARS ATTENDED _____________  IF GED, DATE _____________

HAVE YOU EVER BEEN CERTIFIED AS A NURSE ASSISTANT (CNA)?  YES_____  NO____

LIST PLACE OF PRESENT EMPLOYMENT:

EMPLOYER (HOSPITAL)  DATE HIRED  POSITION HELD

______________________________________________________________

______________________________________________________________

Date: __________________ Signature ______________________________________

(Legal Name in Full)

_____ Degree Audit Verification must be attached with signature of counselor: Dee Blakely, Monica Brahler, Danielle Boyd or Greg Sheppard.

Shawnee College does not discriminate on the basis of race, color, national origin, sex, or handicap in employment, admissions, or activities.

(OVER)
ADDITIONAL INFORMATION

The information below is being gathered at the request of the U. S. Department of Education for statistical purposes only and is not used for admission of students.

*SEX: M F 

*DATE OF BIRTH: 

*AGE: 

MARITAL STATUS: Single Married Divorced Widowed 

NUMBER OF CHILDREN: AGES OF CHILDREN: 

Mark all the races that apply:

*RACE:  

African American  Asian  American Indian  

Hispanic  Caucasian  

Other (specify) 

(This information used only for statistics in Annual State Report)

VETERAN: Yes No 

*Mandated State information - this information is not used in admission selection process.

I am applying for the (Check One Please)

Full Time LPN Program 

Part-Time Day LPN Program 

Part-Time Evening LPN Program 

DKG/leb 1/16