

HOWARD COLLEGE ASSOCIATE DEGREE NURSING (RN) PROGRAM **ASSOCIATE DEGREE NURSING ADMISSION REQUIREMENTS**

Prior to actual admission into the Associate Degree (RN) Nursing Program, applicant must have successfully completed 15 hours of required support courses with a final grade of “C” or above. If enrolled in these courses at the time of the application deadline, you must furnish proof of enrollment.

BIOL 2301	Anatomy & Physiology I	BIOL 2320	Microbiology
BIOL 2101	Anatomy & Physiology I (lab)	BIOL 2120	Microbiology (lab)
BIOL 2302	Anatomy & Physiology II	ENGL 1301	Freshman Composition
BIOL 2102	Anatomy & Physiology II (lab)		

Certified Nurse’s Aide (CNA) is considered a pre requisite.

You must be a CNA with a current license number.

It is the policy of Howard College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities admission, or employment policies.

ADMISSION REQUIREMENTS

All applicants to the Howard College Associate Degree Nursing Program who have met the requirements for admission to the college will be forwarded to the selection committee. However, meeting the requirements does NOT guarantee admission to the program. The following criteria will be used for admission to the RN Program:

1. Completed **Nursing** application for admission into the Associate Degree Nursing Program.
2. Complete **Howard College** application form for admission to Howard College.
3. **An official** transcript showing a “C” or better in all pre-requisite classes from each college/university attended sent to nursing.
4. Results of **TEAS examination**. (see selection criteria for scoring)
5. Transfer of pre-requisite credits is contingent upon approval by the Program Director and Admissions.
6. Proof of at least 2 doses of the Hepatitis B series *
7. Proof of Varicella (chickenpox). Proof can be either medical records, titer, or preferably series **(2 doses).

*Hepatitis B injection #2 is required one (1) month after the first injection. Hepatitis B injection #3 is required four (4) months after the first injection. This can also be proved with an antibody titer to check immunity.

**Varicella vaccine # 2 is given 4-8 weeks after the first injection.

The admission requirements documentation must be completed prior to the **April 1** deadline. **An applicant’s file is NOT complete until all of the above documents have been submitted. NO Applications will be accepted until after taking the TEAS entrance exam.**

Applicants are responsible for keeping their file updated with current addresses and phone numbers. Just changing your phone or address at the Admissions Office will not get that information into your Nursing file, as the Admissions Office does not forward that to us.

It is the applicant's responsibility to submit all required documents, to make all appointments, and to pay all fees for testing.

BACKGROUND CHECK INFORMATION

In order to be considered as an applicant for the nursing program, the Texas Board of Nursing now requires all students to be fingerprinted and pass a DPS/FBI criminal background check prior to be accepted into a nursing program.

Within 2 – 3 weeks after application deadline (April 1), you will receive instructions from Howard College Nursing on how to schedule fingerprints to begin the Board of Nursing background check process.

After fingerprints have been completed and received by the Board of Nursing you will receive one of the following:

- 1) A blue card which indicates your background check is clear. This will need to be turned into the nursing department to complete your application folder.**

OR

- 2) A letter from the Board of Nursing advising you to begin the Declaratory Order Process. This letter will need to be turned into the nursing department to complete your application folder.**

***Students who have a positive criminal history or answer "YES" to any question on the application for licensure will be required to go through the declaratory order process. If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge and the student will be sent an "outcome letter" stating that they will be allowed to take the NCLEX upon graduation. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for the review, the student will be billed the \$150 review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. This process could take up to 4-6 months or longer.

If an applicant cannot present a "blue card" or "outcome letter" then they are not eligible to be accepted into the program.

Successful completion of a background check does not guarantee licensure or employment after graduation.

If you have any questions, please contact the **nursing office, 432-264-5070, 264-5142 fax or email aschneider@howardcollege.edu**.

Students may be required by a clinical facility to submit to a random selection for a drug-screening test. Students may be required by a clinical facility to submit to an additional background check and fingerprinting. If a student does not pass the background check or the drug test and is unable to attend clinical, the student will be unable to fulfill the course requirements and possible failure of the course may occur. It is not the responsibility of the nursing faculty or Howard College to make alternative arrangements for clinical hours. Student selected alternatives will not be accepted.

Pre-Testing - Students seeking admission to the Associate Degree Nursing Program must take the Test of Essential Academic Skills Test (TEAS). The TEAS test can be taken once every 30 days. The maximum number of times the TEAS may be taken is three (3) in a year period. **Only TEAS scores will be accepted.** TEAS scores not taken at Howard College will be accepted from ATI that are mailed or emailed directly to the Howard College Nursing office. The TEAS test will be given at the STEPS lab, (432) 264-5618. You will be responsible for registering and paying for the TEAS exam through the ATI website (www.atitesting.com).

Summer Terms - The summer will be a busy time for applicants who have not already taken or begun pre-requisite classes. During the summer term, these students are required to take Anatomy & Physiology I & II, Microbiology, and Freshman Composition. Students earning less than a final grade of "C" in non-nursing courses must repeat that course before becoming eligible to take Associate Degree Nursing courses.

Those students who will be on financial aid are cautioned to save co-requisite classes so they will have enough credits to qualify for financial aid. Please ask questions about this.

Computer Access

All students **must** have access to a computer (preferably with Microsoft Office) and a printer in the first year of the program. Internet access and access to a computer compatible with Microsoft Office are **required** for the online courses in the second year of the program.

Online Nurses Classes

The second year of the ADN program is taught in an online environment. For the online nursing classes, travel to Howard College in Big Spring will continue to be required. Every effort will be made to combine activities in order to decrease the number of times students are required to be on campus. All testing will take place on the Big Spring campus per course schedule.

Please note: Lecture courses are online; however the clinical courses are in a traditional environment.

CURRICULUM FOR ASSOCIATE DEGREE NURSING (Generic RN) PROGRAM

<i>Summer I</i>	Cred Hrs
BIOL 2301 & 2101 Anatomy & Physiology I	4
BIOL 2320 & 2120 Microbiology	4
Total Hours	8
 <i>Summer II</i>	
BIOL 2302 & 2102 Anatomy & Physiology II	4
ENGL 1301 English Composition	3
Total Hours	7
 <i>First Nursing Semester--Fall</i>	
PSYC 2314 Life Span/Growth & Development	3
RNSG 1309 Introduction to Nursing	3
RNSG 1261 RN Training (Clinical)	2
RNSG 1105 Nursing Skills I	1
RNSG 1115 Health Assessment	1
Total Hours	10
 <i>Second Nursing Semester--Spring</i>	
MATH 1342 Elementary Statistical Methods	3
PSYC 2301 General Psychology	3
RNSG 1343 Complex Concepts of Adult Health	3
RNSG 1362 RN Training (Clinical)	3
Total Hours	12
 <i>Summer II</i>	
RNSG 2213 Mental Health Nursing (ONLINE)	2
RNSG 2161 RN Training (Clinical)	1
Total Hours	3
 <i>Third Nursing Semester--Fall</i>	
RNSG 2308 Maternal/Newborn Nursing and Women's Health (ONLINE)	3
RNSG 2260 RN Training (Clinical)	2
RNSG 2201 Care of Children and Families (ONLINE)	2
RNSG 2263 RN Training (Clinical)	2
Total Hours	9
 <i>Fourth Nursing Semester--Spring</i>	
Elective 3 hours required: Fine Arts/Humanities	3
RNSG 2432 Enhanced Concepts of Adult Health (ONLINE)	4
RNSG 2460 RN Training (Clinical)	4
Total Hours	11
Grand Total	60

If accepted to the nursing program:

Prior to the first class day, students are required to have:

- a) A physical examination (within previous three [3] months);
- b) Results of a PPD (within the previous three [3] months);
- c) Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine or MMR titer level);
- d) Students are required to have completed the Hepatitis B series (3 injections) before attending clinical;
- e) TDAP vaccination (proof of within the previous 10 years);
- f) Current CPR certification - American Heart Association for Health Care Providers, BLS course (current within 2 months);
- g) Proof of health/hospitalization insurance;
- h) Drug Screening;
- i) Complete the Nursing Boot Camp (Orientation).

(This is an orientation you will attend if accepted into the program and is for nursing only, no registration required.)

Guidelines drafted from American College Health Association and CDC Guidelines: 1/2000

LIABILITY INSURANCE

Students enrolled in the Associate Degree Nursing Program are required to purchase liability and health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment. A break in enrollment of either liability or health insurance will result in the student's inability to attend clinical. Arrangements to purchase liability insurance at a reduced group rate will be made through the Howard College Business Office in conjunction with the payment of other required fees. Students are required to purchase health insurance at their own expense.

**HOWARD COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
APPROXIMATE COSTS**

FIRST YEAR

SUMMER I: BIOL2301 & 2101 A&P I and BIOL2320 & 2120 Microbiology (8 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$570.00	\$570.00	\$570.00
Tuition/Fees	831.00	1221.00	1617.00
Total for Semester:	\$1401.00	\$1791.00	\$2187.00

SUMMER II: BIOL2302 & 2102 A&P II and ENGL1301 Freshman Composition (7 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$120.00	\$120.00	\$120.00
Tuition/Fees	744.00	1089.00	1438.00
Total for Semester:	\$864.00	\$1209.00	\$1558.00

FALL: PSYC2314 Life Span/Growth & Develop. (3 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$250.00	\$250.00	\$250.00
Tuition/Fees	481.00	646.00	807.00
Total for Semester	\$731.00	\$896.00	\$1057.00

RNSG1309, RNSG1261, RNSG1115 & RNSG1105 Intro to Nursing/Health Assessment/Skills (7 Hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$1800.00	\$1800.00	\$1800.00
Equipment/Supplies	550.00	550.00	550.00
Tuition/Fees	1011.00	1351.00	1700.00
Total Nursing Sem.	\$3361.00	\$3701.00	\$4050.00

SPRING: PSYC 2301 General Psychology, MATH 1342 Elementary Statistical Methods
RNSG1343 & RNSG 1362 Complex Concepts of Adult Health Nursing (12 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$600.00	\$600.00	\$600.00
Tuition/Fees	1214.00	1784.00	2368.00
Total Spring Semester	\$1814.00	\$2384.00	\$2968.00

SUMMER II: RNSG2213 & RNSG2161 Mental Health Nursing (3 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$300.00	\$300.00	\$300.00
Tuition/Fees	556.00	721.00	882.00
Total Summer II	\$856.00	\$1021.00	\$1182.00

FALL: RNSG2308 & RNSG 2260 Maternal/Newborn Nursing & Women's Health,
RNSG2201 & RNSG 2263 Care of Children & Families Nursing (9 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$400.00	\$400.00	\$400.00
Tuition/Fees	1128.00	1563.00	2270.00
Total Fall Semester	\$1528.00	\$1963.00	\$2670.00

SPRING: Elective: Fine Arts/Humanities, RNSG2432 & RNSG2460 Enhanced Concepts of Adult Health (11 hours)

	<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
Books	\$500.00	\$ 500.00	\$ 500.00
Tuition/Fees	1500.00	2025.00	2562.00
Total Spring Semester	\$2000.00	\$2525.00	\$3062.00

APPROXIMATE COSTS FOR ENTIRE ADN PROGRAM:

<u>In District</u>	<u>Out of District</u>	<u>Out of State</u>
<u>\$12,555.00</u>	<u>\$15,490.00</u>	<u>\$18,734.00</u>

ALL COSTS ARE APPROXIMATE AND SUBJECT TO CHANGE WITHOUT NOTICE!!

RN PROGRAM SELECTION CRITERIA

APPLICANT _____

ACADEMIC YEAR _____

Points are given for the pre-requisite courses Anatomy & Physiology I and Microbiology

For any pre-requisite class that is repeated, a deduction of -1 point will be made. (i.e. A student who repeats A&P I and makes a “B” will have points of 3 points for the class, and a third time, 2 points for the class, etc.

**A SELECTION COMMITTEE WILL MEET AND
REVIEW ALL APPLICANTS TO MAKE FINAL DECISIONS.**

PRE-REQUISITE COURSES

POINTS	MICROBIOLOGY (lecture only)	A & P I (lecture only)	TOTAL
2 pts	C	C	
4 pts	B	B	
6 pts	A	A	

TEAS

POINTS	READING	MATH	SCIENCE	TOTAL
2 pts	at least 70%	At least 60%	At least 40%	
4 pts	80% or better	70% or better	50% or better	
6 pts	90% or better	80% or better	60% or better	

**Scores below minimum in each category will result in (zero) “0” points.

TOTAL POINTS MAX POSSIBLE 30

APPLICATION FOR LICENSURE

Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv/pdfs/DOapp.pdf>. Please be aware that this may take a year or longer and Howard College has no control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

Failure to do a declaratory order may result in dismissal from the program. Any questions or concerns on past offenses, please contact the Board of Nursing directly.

No Yes Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Nursing program name: _____

Location of program: _____
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Graduation: _____

1) No Yes *For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?

3) No Yes Has **any** licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4) No Yes *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If "YES" indicate the condition:
 schizophrenia and/or psychotic disorders,
 bipolar disorder,
 paranoid personality disorder,
 antisocial personality disorder,
 borderline personality disorder

5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466. If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer "NO" to questions #4 and #5.*

NOTE: IF YOU ANSWER "YES" TO ANY QUESTION #1 - #5, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENT(S) THAT YOU ARE REPORTING TO THE BOARD, AS WELL AS SUPPORTING DOCUMENTATION. PLEASE REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR MORE INFORMATION.

Attestation/Consent to Release & Use of Confidential Records

I, the NCLEX ® Candidate whose name appears within this Application, acknowledge this document is a legal document and I attest that I understand & meet all the requirements for the type of licensure requested, as listed in sections 301.252, 301.253, 301.452, 301.453, 301.454 and 304.001 of the Nursing Practice Act; 22 TAC §§ 213.27, 213.28, 213.29, 213.30, 213.33; 22 TAC §§ 217.11 and 217.12.

Further, I understand that it is a violation of the 22 TAC § 217.12 (6) (I) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider. I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature: _____

Date: _____ / _____ / _____

*This means a specific Board action, not failure of NCLEX RN/VN/PN.

The Declaratory Order process permits the Board of Nursing to make decisions regarding your eligibility for licensure **prior to entering or completing a nursing program**. If you answered "yes" to any of the above questions, please research the Declaratory Order process at www.bon.state.tx.us, go to Forms, then to Declaratory Orders. The Board of Nursing **will not** make eligibility determinations over the phone and/or email. Eligibility determinations take a minimum of 3-6 months.

GRADUATION FROM THE ADN PROGRAM DOES NOT GUARANTEE THE GRADUATE WILL BE ALLOWED TO SIT FOR THE NCLEX-RN (STATE BOARD EXAMINATION).