



***SHAWNEE COMMUNITY COLLEGE
ULLIN, ILLINOIS 62992***

ADMISSION PACKET

**LETTER AND ADMISSION PROCEDURE
FOR
PRACTICAL NURSING PROGRAM.**

**COMPLETED APPLICATIONS FOR THE FALL 2012
PRACTICAL NURSING PROGRAM CAN BE SUBMITTED
TO THE NURSING DEPARTMENT SECRETARY
BEGINNING SEPTEMBER 1, 2011**

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

**THE APPLICATION PROCESS MUST BE COMPLETED
BY
APRIL 1, 2012**

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 BIO 210, Introduction to Anatomy, must be completed with a grade of "C" or better before beginning the 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:pg

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 should be delivered to the Nursing Department Secretary by April 1, 2012.
 - 1. The required application materials include: a completed Practical Nursing Application form (found in this packet), College Transcript if applicable, and picture ID.
- 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. Three positions will be reserved for employees of Missouri hospitals and three positions for employees of Kentucky hospitals if the employees fall within the top applicants. All other out-of-district applicants are rank-ordered at the bottom of the in-district list. Proof of residency must be on file with the nursing department by **March 1st**. Proof of residency includes a copy of driver's license, voter registration, or property tax statement.
- D) Points will be added to the composite test score for completion of BIO 210, Intro to Anatomy; FOS 116, Nutrition; ENG 111, English I; and PSY 211, Introduction to Psychology. Points will be given as follows: A = 3 points, B = 2 points, C = 1 point. 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.
- E) If a tie occurs the reading score will be used as the tie breaker.
- F) 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 for this course. Students transferring in the Anatomy prerequisite must have completed 8 credit hours (A&P I & II) with a grade of "C" or better.
- G) The nursing class will be selected the week of April 6, 2012 and notification letters will be mailed no later than April 13th. If you have not received a letter from the college Nursing Department by April 30th, please contact the Nursing Department at (618) 634-3282.
- H) 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 registration 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.
- 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.

Please complete the entire Shawnee Community College application for admission. For the Degree Section, mark one-year certificate in LPN.

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.

Practical Nursing Entrance Test Procedure

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 access to online practice tests (\$37). A combination package of the study manual and online access is also available for (\$88). 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, 2011 and April 1, 2012. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be accepted. 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.
2. The cost of the test is \$40.00 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 and will be forwarded to the Nursing Department after April 1. Please bring your test scores down, after testing, to the Nursing Department to be copied and put in the computer.
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 Peggy Greer, 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. Applicants who are not admitted and are on a waiting list will not be carried over for the next year. If interested, the applicant will need to complete a new application.
8. The last date for test scores to be accepted for the 2012/2013 academic year is April 1, 2012.

FACT SHEET
POTENTIAL PRACTICAL NURSING STUDENTS

1. There is a combined total of approximately 50 persons selected for the full-time and part-time class in August of each year. (All part-time classes are offered 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. Preference 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 April 13th. Potential students will receive a letter indicating their acceptance into the program. Any individual, not receiving a letter by April 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 program is two years including the summer semesters.
5. You 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, Metropolis, Paducah, Herrin, Carbondale and Cape Girardeau. 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 \$6,500.00. 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**:

- College Application.
- High School Transcript

_____ Submit to the **Nursing Department**:

- Nursing Program Application
- College Transcript if Applicable
- Copy of Driver's License

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

_____ Meet with College Advisor to enroll for BIO 210, Intro to Anatomy if needed.

**SHAWNEE COMMUNITY COLLEGE
SCHOOL OF PRACTICAL NURSING**



APPLICATION

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

NAME _____
LAST (MAIDEN) FIRST MIDDLE

ADDRESS _____
P.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 ____

IF YOU ATTENDED COLLEGE, DATE ATTENDED _____

NAME AND LOCATION _____

LIST COURSES OR DEGREE RECEIVED: _____

LIST PLACE OF PRESENT EMPLOYMENT:

<u>EMPLOYER</u>	<u>DATES (from - to)</u>	<u>POSITION HELD</u>
_____	_____	_____

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

(OVER)

OPTIONAL 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: (optional) African American _____ Asian _____ American Indian _____

Hispanic _____ Caucasian _____

Other (specify) _____

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

VETERAN: Yes _____ No _____