



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

ADMISSION PACKET

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

**COMPLETED APPLICATIONS FOR THE FALL 2018
PRACTICAL NURSING PROGRAM CAN BE SUBMITTED
TO THE NURSING DEPT. SECRETARY BEGINNING
SEPTEMBER 4, 2018**

**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 29, 2019**

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, ENG 111, PSY 211 and HLT 116 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) 634-3282.

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

Sincerely,

Connie Drury, PhD, MSN, RN
Director of Nursing

CD:lcb

**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 29, 2019. The required application materials include: a completed Practical Nursing Application form (found in this packet), unofficial College Transcript, degree audit, driver's license/picture ID and TEAS test scores. If not a Shawnee Community College student please complete the entire Shawnee Community College application for admission. For the Degree Section, mark one-year certificate in License Practical Nursing.
- 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 may be reserved for employees of Missouri, Kentucky and Illinois hospitals where Shawnee Community College 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, BIO 210, Introduction to Anatomy** must be completed with a grade of "C" or better before beginning the Practical Nursing program. Please note the college's prerequisite, **BIO 115**, 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. **Math 122, Applied Basic Math** is highly recommended before Nursing Pharmacology for students who don't have a strong or current exposure to math. **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 31th, please contact the Nursing Department at (618) 634-3282.
- G) Students accepted into the program must submit a completed Shawnee Community College Physical Form that 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 upon acceptance into the nursing program.)
- I) Students must submit to a criminal background check and drug test after being accepted into the program at student expense.
- J) Students must provide proof of personal health insurance or a medical card, complete physical exam form and proof of immunizations one week prior to the first day of nursing orientation.
- K) Students must take the nursing orientation class, PN 101, offered during the summer and receive a "pass" grade.
- L) Failure to comply with **all** deadline dates designated by the college **WILL** terminate the application for the class in which the applicant is seeking admission.
- M) Applicants who are not admitted or failed to comply with required deadlines 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.

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 (ATI TEAS) from the Assessment Technologies Institute, LLC (ATI). Applicants wishing to prepare for the test can purchase the TEAS Study Manual Sixth Edition 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, 2018 and March 29, 2019. 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 \$75.00 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) 634-3316. 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.
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 spread sheet.**
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 pay the fee for testing before or on the day of testing.
7. The last date for test scores and applications to be accepted for the 2019/2020 academic year is March 29, 2019.

FACT SHEET
POTENTIAL PRACTICAL NURSING STUDENTS

1. Selection of the class will be completed and letters of notification will be mailed by the end of May. Potential students will receive a letter indicating their acceptance into the program or not. Any individual, not receiving a letter by May 31th, should contact the Nursing Department.
2. 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.
3. 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 Anna, IL, 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.
4. Potential Practical Nursing Students should not purchase anything until after they have attended the nursing orientation and registration sessions which are scheduled in June and July.
5. The **approximate** cost for the program is \$8,140.00. This cost includes tuition, fees, textbooks, uniforms, equipment, and licensure application.

The Practical Nursing 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.

Upon successful completion of the program students are required to pass the National Council Licensure Examination (NCLEX) for employment in the field of study.

NURSING PROGRAM ADMISSION CHECKLIST

_____ Submit to **Admissions Office**:

- Shawnee Community 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 an advisor
- Copy of Driver's License
- TEAS test scores
- Immunization records
- Proof of Insurance
- Completed physical exam form

_____ Call Shawnee Community College Testing Center to schedule the entrance (TEAS) test (618) 634-3316.

**SHAWNEE COMMUNITY COLLEGE
SCHOOL OF PRACTICAL NURSING
APPLICATION**

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

SCC ID# _____

NAME _____
LAST (MAIDEN) FIRST MIDDLE

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

PHONE NUMBER _____ DATE OF BIRTH _____

SCC E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER _____

NAME OF PARENT, GUARDIAN, OR SPOUSE _____

ADDRESS & PHONE NUMBER _____

LIST PLACE OF PRESENT EMPLOYMENT:

EMPLOYER (HOSPITAL)	DATE HIRED	POSITION HELD
_____	_____	_____

DATE: _____ SIGNATURE _____
(LEGAL FULL NAME)

_____ DEGREE AUDIT VERIFICATION MUST BE ATTACHED WITH SIGNATURE OF COUNSELOR.

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

ADDITIONAL INFORMATION

The mandated state 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: _____

Mark all the races that apply:

RACE: African American _____ Asian _____ American Indian _____
Hispanic _____ Caucasian _____
Other (specify) _____

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

I am applying for the (Check One Please)

Full Time Practical Nursing Program _____

Part-Time Practical Nursing Program _____