



First Step

***Admissions Advisor Appointment**

***Registrar's Office Submissions**

Application Process

1. Apply to School in person, by mail or online.
2. Official Transcripts of all high school and College Credits is Required for Registrar's Office
3. Testing (Entrance Exam)
4. Complete Financial Aid FASFA
5. Transcript (Official to Registrar)

Proving Residency

Applicants are asked to prove residency when applying to the college. You may do so either by a **voter registration card, property taxes, or drivers license by February 14th in the records office.**

Entrance Exam (TEAS EXAM)

Shawnee Community College Testing Center

- Each applicant may take the Entrance test twice between October 1, 2020 and March 1, 2021 for PN applicants and between October 1, 2020 and April 1, 2021 for ADN applicants.
- The cost of the test is \$90.00
- Schedule the entrance test through the Shawnee College Testing Center by email **testing@shawnecc.edu**. Please pay for TEAs Exam at the SCC Bursar's Office. You must have receipt for payment and photo ID in order to take the exam.
- Upon taking the test the applicant will be given results. Bring the test scores down, after testing, to the Nursing Department for them to be copied.
- Test scores are good for two years



Testing Center

*Practical Nursing/Associate Degree Nursing Entrance Exam Instructions

- Please schedule an appointment with the Shawnee Community College Testing Center. Please email testing@shawneecc.edu.
- Log onto www.atitesting.com and click Create an Account. Designate a username and password.
- It will ask you what school, if LPN choose **Shawnee TEAS PN**, if RN you will choose **Shawnee TEAS ADN**.
- Pay the \$90.00 fee at the Bursar's office the day of exam. Please bring the receipt with you.

These Items will be needed to begin the test:

- *Photo ID*
- *Receipt from Bursar*
- *Username and password you obtained through the website*

Once the test is complete, submit test results along with your application to the Shawnee Community College Nursing Department. If you should have any questions please contact them at **618-634-3282**.

* If you should lose your results, you may log back into your ATI account and click on the **MY RESULTS** tab to re-print them.



Second Step

Once Eligibility is Determined Nursing Department Application Process

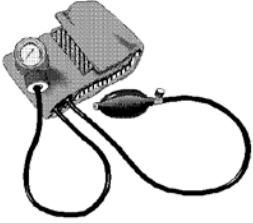
Practical Nursing Checklist

1. Submit to **Nursing Department:**
 - Nursing Program Application
 - Degree Audit Verification with an advisor's signature
 - Unofficial College Transcript
 - Copy of Driver's License
 - Test Scores
2. Call (618)634-3316 to schedule the entrance test.

Associate Degree Nursing Checklist

1. Submit to **Nursing Department:**
 - Nursing Program Application
 - Degree Audit Verification with an advisor's signature
 - Unofficial College Transcript
 - Current, unencumbered LPN License
 - Copy of Driver's License
 - Test Scores
2. Call (618)634-3316 to schedule the entrance test.

Please be aware, that if you are accepted into the Nursing Program for which you have applied, you will have a number of things to be completed before August 1st 2021. Applicants who have not completed and turned in information required will not be eligible to begin the program until it is complete.



SHAWNEE COMMUNITY COLLEGE
ULLIN, ILLINOIS 62992

ADMISSION PACKET

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

**COMPLETED APPLICATIONS FOR THE SUMMER 2021
PRACTICAL NURSING PROGRAM CAN BE SUBMITTED
TO THE NURSING DEPARTMENT BEGINNING
OCTOBER 1, 2020**

**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 1, 2021**

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, points awarded for excelling in the designated science classes, and points awarded for being an active certified nursing assistant. This process is explained in detail within this packet. Please note that **BIO-0115: Human Biology** must be taken before **BIO-0210: Intro to Human Anatomy**. A grade of “C” or better must be achieved in BIO-0115 and **BIO-0210**. The course BIO-0210 must be completed **within the past 5 years 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

Connie Drury, PhD, MSN, RN
Director of Nursing

CD:bg

**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 by March 1, 2021. 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.** 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, PSY 211 and for being an active certified nursing assistant. Points will be given as follows: A = 3 points, B = 2 points and 4 points for being an active certified nursing assistant. 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. **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. Please note: Anatomy must be completed within 5 years prior to applying to the program. **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 2.5 is required.**
- G. The nursing class will be selected the beginning of March and notification letters will be mailed no later than **March 15th**. If you have not received a letter from the college Nursing Department by **April 1st**, please contact the Nursing Department at (618) 634-3282.
- H. 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 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, physical exam 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 fail 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.
- N. American Heart Association BLS Healthcare Provider is required to be completed in PN 128 Nursing Procedures. The student is responsible for the additional cost of the course, required textbook, and card.

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.

Fact Sheet
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 October 1, 2020 and March 1, 2021. 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 60 or greater is required.**
2. The cost of the test is \$90.00 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 emailing **testing@shawneecc.edu**. 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 to the Nursing Department to be copied and entered 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 2020/2021 academic year is March 1, 2021.

POTENTIAL PRACTICAL NURSING STUDENTS

1. Selection of the class will be completed and letters of notification will be mailed by March 15th. Potential students will receive a letter indicating their acceptance into the program or not. Any individual, not receiving a letter by April 1st, 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. 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 informational meetings and nursing orientation sessions which are scheduled in April, May, or first week of June.
5. The approximate student cost for the program is \$8594.00. 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.

**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 or ALT 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 _____