

Central Carolina Community College
Admissions Checklist for Prospective Nursing (PN & ADN) Students

PHASE 1 covers general admissions requirements needed for enrollment with CCCC:

- STEP 1 – Review and complete the Admissions and Enrollment Checklist (mandatory):** A hard copy of this checklist is available in Student Services on all three main campuses. It can also be accessed at the following address:

<http://www.cccc.edu/admissions/apply/AdmissionsEnrollmentChecklist.pdf>

Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. All students are classified as Pre-Health Science Students when they first apply to the college. The second application you will submit will be a Health Sciences Application. The application deadline is listed on your program's webpage.

- STEP 2 – Complete information session and associated quiz (optional).**
- Completion of the online information session is optional for all health science applicants, however, those who do will be awarded additional points on their application during a consideration period.
 - There is a brief assessment at the end of the session to ensure a proper understanding of the admissions process.
 - There is a 1 year time limit on the completion of this session.
- STEP 3 – Contact your program's Admissions Counselor.**
- All health science applicants should contact their program's Admissions Counselor to review the Admissions and Enrollment Checklist, discuss program requirements, course sequence, and consideration dates for their program.
 - An Admissions Counselor can assist you with the development of an academic plan, review progress of admissions requirements, and address any concerns you may have.
 - Most importantly, your Admissions Counselor will be able to confirm whether or not you've met the minimum admissions criteria (MAC) for your program before the deadline for applications.
- STEP 4 – If applicable, submit TOEFL Scores.**
- All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
 - Information about the TOEFL can be found on this website: www.ets.org/toefl
 - Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80
- STEP 5 – If applicable, submit verification letter of good standing.**
- If a student has previously been withdrawn or dismissed from a Health Science program, they must submit a verification letter of good standing from that program's Department Chair/Director. A remediation plan may also be required.

PHASE 2 lists the specific criteria necessary for entry into the Nursing Programs:

- STEP 1 – Complete prerequisite courses (mandatory).**
- Both Nursing Programs (PN & AND) require a biology prerequisite course to be completed. This course must have been completed with a C or higher.
 - Nursing applicants are **not** allowed to use high school biology to meet this requirement.
 - The biology prerequisite course must be a 4-credit-hour curriculum-level course that meets the prerequisite for Anatomy & Physiology I.
- STEP 2 – Take the ATI TEAS Exam (mandatory).**
- The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English. The scores from the reading section will be used when determining points toward competitive admission.
 - Students are allowed to take the ATI TEAS exam up to three times in a three year period. The best reading score from the two most recent attempts will be used when processing applications. There is no minimum cut score for

Nursing students on the ATI TEAS exam.

- STEP 3 – Complete general education courses for your program (optional).**
 - While it's not required, applicants are encouraged to complete the general education courses for their program.
 - Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.
 - Additional points will be awarded for each general education course completed prior to the consideration.
 - A list of all general education course requirements is located on **page 3** of this packet.

- STEP 4 – NC Nursing Assisting I**
 - In order for an applicant to be eligible for acceptance into a nursing program, they must be listed active on the NC Nursing Assistant I Registry with no findings of abuse or neglect.
 - Applicants are required to provide proof of completion of an approved NC NAI program as listed on the following website: www.ncnar.org (no refresher or fast track courses will be accepted)
 - Please note that your CNA must be current when applying to the Nursing program.

- STEP 5 – Complete the American Heart Association Basic Life Support (BLS) Provider course (optional).**
 - Applicants may receive additional points on their application for the successful completion of an American Heart Association Basic Life Support Provider course.
 - The BLS Provider course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.
 - In this course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.
 - In order to receive additional points, applicants must provide a copy (front & back) of their valid certification card to the Admissions Counselor no later than the deadline for the Health Sciences Application.

- STEP 6 – Complete the Medical Math course offered by CCCC's Continuing Education Dep't (optional).**
 - Applicants may receive additional points on their application for the successful completion of the Medical Math course offered by CCCC.
 - The Medical Math course is designed to provide students with experience in computing mathematical problems that are common in healthcare careers like nursing, medical assisting, veterinary medical technology, and pharmacy technician.
 - Students begin with a review of basic math and progress to percents, ratio and proportion, and measurements toward more specific uses. A textbook is required.

- STEP 7 – If applicable, complete and submit employment verification form (optional).**
 - Applicants who have previous work experience in the health field, you may be eligible for additional points on your application (minimum 6 months OR 1040 hours necessary).
 - A list of acceptable work experience categories is located on **page 4** of this packet.
 - If an applicant is qualified to receive additional points for their experience, a verification form is located on **page 6** of this packet. The form must be completed and submitted no later than the deadline for the Health Sciences Application.

- STEP 8 – Meet with Admissions Counselor for MAC Review (mandatory).**
 - Once an applicant believes they have completed the minimum admissions criteria (MAC) for entry into their program, they must meet with the Admissions Counselor for a final review.
 - If the Admissions Counselor verifies that the MAC are met, they will provide the applicant with a Health Sciences Application. Otherwise, the Counselor will assist the applicant in creating a plan for completion of the MAC.

- STEP 9 – Submit Health Sciences Application by the deadline (mandatory).**
 - The initial consideration period for the Nursing program is held during the month of January. The deadline for applications is posted on the program's website.
 - If the program doesn't fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied, but no later than August of each year.
 - If selected for admittance, **Phase 3** on **page 7** of this packet must be completed to finalize acceptance.

PHASE 2: (continued)

OPTIONAL: Complete general education courses for your program.

Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it's not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for both Nursing programs (PN & ADN). If a course substitution exists, it will be listed under its respective general education requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience.

Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.

The following courses satisfy the general education requirements for PN and ADN:

- ENG 111 - Writing and Inquiry**
- ACA 115 - Success and Study Skills**
Acceptable course substitutions:
ACA 111 – College Student Success
ACA 122 – College Transfer Success (preferred by 4-year institutions)
- PSY 150 – General Psychology**
- BIO 168 - Anatomy & Physiology I (within 5 years)**
Acceptable course substitutions:
BIO 165 – Anatomy & Physiology I (old version, within 5 years)
- BIO 169 - Anatomy & Physiology II (within 5 years)**
Acceptable course substitutions:
BIO 166 – Anatomy & Physiology (old version, within 5 years)

Additional general education courses are required for ADN only:

- BIO 175 - General Microbiology (within 5 years)**
- PSY 241 – Developmental Psychology**
- ENG 114 - Professional Research & Reporting**
Acceptable course substitutions:
ENG 112 – Writing/Research in the Disciplines (preferred by 4-year institutions)
ENG 113 – Literature-Based Research
- Humanities Elective* (see page 4 of this packet for a comprehensive list)**
*Preferred by Nursing Program:
HUM 115 – Critical Thinking (double points awarded for this course)
- SOC 210 – Introduction to Sociology**

PHASE 2: Program Specific Requirements (continued)

<u>Work Experience Categories</u>	<u>Humanities Electives</u>
Cardiac Care Technician	ART 111 Art Appreciation
Cardiac Sonographer	ART 114 Art History Survey I
Certified Medical Assistant	ART 115 Art History Survey II
Dental Assistant/Hygienist	DRA 111 Theatre Appreciation
Dialysis Technician	*ENG 125 Creative Writing
EKG Technician	*ENG 231 American Literature I
Emergency Medical Technician	*ENG 232 American Literature II
Health Care Technician	*ENG 233 Major American Writers
Kennel Assistant	*ENG 241 British Literature I
Licensed Practical Nurse	*ENG 242 British Literature II
Medical Coder/Biller	*ENG 243 Major English Writers
Medical Office Staff	*ENG 261 World Literature I
Medical Records Technician	*ENG 262 World Literature II
Medical Laboratory Technician	*ENG 273 African-American Literature
Military Corpsman	HUM 110 Technology and Society
Nursing Assistant I or II	*HUM 115 Critical Thinking
Occupational Therapy Technician	HUM 120 Cultural Studies
Paramedic	HUM 122 Southern Culture
Patient Care Technician	HUM 150 American Women's Studies
Pharmacy Technician	HUM 160 Introduction to Film
Phlebotomist	*HUM 220 Human Values & Meaning
Physical Therapy Technician	MUS 110 Music Appreciation
Psychiatric Technician	MUS 112 Introduction to Jazz
Rehabilitation Technician	*PHI 210 History of Philosophy
Respiratory Therapist	*PHI 215 Philosophical Issues
Shelter/Rescue Assistant	*PHI 230 Introduction to Logic
Surgical Technician	*PHI 240 Introduction to Ethics
Veterinary Assistant	REL 110 World Religions
Veterinary Laboratory Technician	REL 211 Introduction to Old Testament
Veterinary Research Assistant	REL 212 Introduction to New Testament
X-Ray Technician	*Check course prerequisites

NURSING CONTACTS

Practical Nursing - Harnett County Campus (starts August only): 1075 East Cornelius Harnett Boulevard, Lillington, NC 27546
Admissions: Trinnette Nichols-Jones, Phone (910) 814-8827, Email tnich497@cccc.edu
Harnett NA1 course: (910) 814-8823

Associate Degree Nursing - Lee County Campus (starts August only): 1105 Kelly Drive, Sanford, NC 27330
Admissions: Derek Lewis, Phone (919) 814-8867, Email dlewi107@cccc.edu
Sanford NA1 course: (919) 718-7500

Pittsboro Nursing Advisor - Chatham County Campus: 764 West Street, Pittsboro, NC 27312
Admissions: Rhonda Jones, Phone (919) 545-8025, Email rjone859@cccc.edu
Pittsboro NA1 course: (919) 545-8044



CENTRAL CAROLINA COMMUNITY COLLEGE

Employment Verification Form For the Nursing Program

Name: _____

SSN: _____

Intended Major (Circle one): ADN OR PN

Please have your employer/supervisor complete the following information:

Name of Company/Agency: _____

Address: _____

Telephone Number: _____

Job Title of Employee: _____

Job Description of Employee Duties: _____

******Please indicate starting and end dates of employment and hours worked per week: (We must have this section completed to have the student considered for the employment points)******

Starting date _____ Ending date or present _____

Number of hours each week _____

If the dates and hours worked each week are not listed correctly, 0 points will be awarded to the student.

I verify that all of the information submitted is accurate and true.

Signature of Employee

Print Name

Date

Signature of Employer

Print Name

Date

Admissions Checklist for Licensed Practical Nurse seeking an Associate Degree in Nursing (ADN)

Licensed Practical Nurses have the opportunity to gain entry into the ADN program at an advanced level (also known as Advanced Standing). This type of admittance is based on the following criteria:

1. **Vacancy** – First and foremost, a seat must be available for an applicant to seek Advanced Standing. Should a seat become available, admission will be granted on a first-qualified, first-accepted basis.
2. **Prerequisites** – All prerequisite courses for the ADN program must be completed (see **page 2** of this packet).
3. **General Education Courses** – The following general education courses for the first two semesters of the Associate Degree in Nursing must already be completed (see **page 3** for acceptable course substitutions):

- ACA 115 – Success and Study Skills
- BIO 168 – Anatomy & Physiology I (within 5 years)
- BIO 169 – Anatomy & Physiology II (within 5 years)
- ENG 111 – Writing & Inquiry
- PSY 150 – General Psychology
- PSY 241 – Developmental Psychology

4. **Additional Requirements** – the following are also required to be considered for Advanced Standing:

- Phase 1 - 3 requirements for the Nursing program must be completed. (with the exception of the NA1)
 - Applicants are required to submit a copy of their current unrestricted NC LPN license.
 - Applicants licensed under the Nurse Licensure Compact (multistate) should submit a copy of their current license. (NLC Member States are listed here: <https://www.ncsbn.org/nurse-licensure-compact.htm>)
- PN Predictor Test
 - Applicants are allowed to take the PN Predictor Test up to three times in a three year period.
 - To be eligible for admission, applicants must meet or exceed the minimum required score. Please see the admissions counselor for further information.
- Skills Validation Test
 - Applicants are allowed to take the Skills Validation Test up to three times in a three year period.
 - To be eligible for admission, applicants must meet or exceed the minimum required score. Please see the admissions counselor for further information.
- Medical Skills Calculation Test
 - Applicants are allowed to take the Medical Skills Calculation Test up to three times in a three year period.
 - To be eligible for admission, applicants must meet or exceed the minimum required score. Please see the admissions counselor for further information.
- Official letter from current nursing employer documenting direct patient care.
 - This letter should be from the Nursing Chairperson if applicant is a recent graduate.
 - This is **not** a recommendation letter.
- Any additional criteria deemed necessary by the Admissions Counselor for the Nursing program.

PHASE 3 *IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE:*

- STEP 1 – Mandatory Program Orientation.**
 - An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
 - The date will be provided in your acceptance letter.

- STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.**
 - You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
 - You're also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
 - A criminal background check and drug screening will be conducted via a third-party organization of the college's choosing. More information will be provided in your acceptance packet regarding this requirement.

- STEP 3 – Transportation and additional course materials agreement.**
 - Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
 - Materials other than textbooks will be required and are purchased at the student's expense. Materials include (but are not limited to): uniforms, lab coats, lab kits, and clinical supplies.
Note: The Nursing Program has adopted a strict dress code policy to promote comfort, safety, and a professional image.

- STEP 4 – Technical Standards & Disability Statement**
 - The Nursing Program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
 - If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is **your** responsibility to initiate this process as soon as possible.

- STEP 5 – Academic Standards**
 - Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.
 - Upon official acceptance, Nursing students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic suspension during this timeframe.
 - Nursing students are also expected to successfully complete their program-specific courses with a grade of "C" or higher in order remain enrolled in their program.
Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the Nursing program.

Central Carolina Community College

Student Services

Bookstore – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.

Sanford: (919) 718-7275

Lillington: (910) 814-8810

Pittsboro: Textbooks online or at other campuses

Business Office – The Business Office collects tuition, fees, parking fines, and issues parking permits.

Sanford: (919) 718-7310

Lillington: (910) 893-9101

Pittsboro: (919) 545-6495

Career Center – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.

Sanford: (919) 718-7396

Lillington: (910) 814-8834

Pittsboro: (919) 545-8054

Financial Aid Office – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

Housing Assistance – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

Placement Testing – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.

Sanford: (919) 718-7300

Lillington: (910) 814-8863

Pittsboro: (919) 545-8029

Registrar's Office – The Registrar's Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

Special Populations Office – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

Special Programs Office – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

Student Development Services – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.

Sanford: (919) 718-7300

Lillington: (910) 814-8863

Pittsboro: (919) 545-8025

TRiO Student Support Services (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or sss@cccc.edu.

Veteran Affairs Office – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

Veterans Upward Bound (VUB): VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or veteransub@cccc.edu.