

Nursing Program Information Packet

January 2017 – January 2018



Associate of Applied Science in Nursing

Application Submission Dates

May 15 for Fall Admissions

September 15 for Spring Admissions

**Wayne County Community College District
Nursing Program Information Packet
January 2017 – January 2018**

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Welcome! We are pleased you're interested in the Associate of Applied Science Degree in Nursing Program at Wayne County Community College District (WCCCD). The Bureau of Labor Statistics predicts that employment in nursing will grow **19% between 2012 and 2022 – faster than the 11%** average growth for all other occupations¹. Applying to WCCCD Nursing Program is the first step to beginning an exciting career in the field of nursing. The program provides theory (didactic) and clinical hands-on practical experience in caring for adults, children, and families to influence their health and well-being. Graduates are eligible to complete the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and upon licensure can seek entry-level RN positions in hospitals, medical offices, long-term care facilities, home healthcare, and other community settings.

The program is rigorous with students completing course competencies in a variety of learning environments which includes classroom, clinical skills lab, high fidelity simulation lab, and clinical placements in hospitals and community settings. A typical week will include a 3-4 hour lecture(s) and lab and clinical experiences. Clinical placements vary from six hours twice a week or 8-12 hours weekly which will include days, evenings, or weekends. Additionally, all clinical courses involve a 4-6 hour simulation experience. Attendance at all courses is required for program completion. The Nursing Student Handbook contains detailed information about the program (curriculum, policies, and health requirements). Students can access the Nursing Student Handbook on the District's website at www.wcccd.edu

Students interested in applying to the Nursing Program should meet with an Advisor to discuss program application criteria, review transcripts, and confirm deadline dates for submitting the application and supporting documents prior to completing the application.

Additionally, students are required to attend an Information Meeting (**Course Code: PELP**) **prior** to submitting an application. Nursing Administration will provide an overview of the Nursing Program, the nursing application process, and program details will be addressed followed by a question and answer period. The meeting is tuition free and students must pre-register online using their Web-Gate account. An **"Information Meeting Verification Form"** will be distributed at the **close** of each session. Meeting dates are posted on the District website:

- Access site at www.wcccd.edu
- Click "Schedule" icon.
- Click "Continuing Education (CE) Schedule".
- Scroll down to "Northwest Continuing Education Classes" and locate "Nursing Information Meeting."

Students may also complete this requirement by meeting with an identified Advisor at the Northwest Campus.

¹Source: Bureau of Labor Statistics
<http://www.bls.gov/ooh/healthcare/registered-nurses.htm>
Retrieved January 2016

Nursing Program Application Criteria

Applicants must complete a **minimum of 12 credit hours** at WCCCD prior to applying to the program. (Additionally, students will need to complete **all** of the following steps to be considered for admission:

TIME SENSITIVE DOCUMENTS

1. _____ **Reference Letters.** Signed and dated reference letters are required. If you are employed, submit one job reference and one personal reference from an individual who knows you well but is not a relative. If you have not been employed in recent years, submit two personal references. Letters that will **not** be accepted include: letters from WCCCD faculty or staff; electronic signatures, faxed, copied letters or handwritten letters. **(Reference Letters must be dated within 60 days of final application submission.)**
2. _____ **Attendance at “Information Meeting”.** Students will obtain an *“Information Meeting Verification Form”* which is **valid for one year from date of attendance. Date Attended_____.**
3. _____ **Entrance Exam Scores**
HESI A2 entrance exam scores. (Scores are good for 2 years from date test was taken).
4. _____ **Healthcare Licenses and Certifications.** Validation of **current** license or certification granted by the State of Michigan with or without work experience.

REMAINING SUPPORTING DOCUMENTS

5. _____ **Official WCCCD Transcript.**
6. _____ **Official Transcript(s)** from all colleges previously attended must be forwarded to the District Records Office, 801 W. Fort Street, Detroit, MI 48226. For timely evaluation to occur your transcripts must be received by the records department prior to application submission. **Include official transcript(s) with this application.**
7. _____ **Pre-Requisite Courses.** Courses completed with a grade of “C” or better verifiable by official transcript(s) and must be completed **prior** to applying to the program:

ENG 110/ENG 119	English I	3 Credits
BIO 155	Introduction to Biology	4 Credits
BIO 240	Human Anatomy & Physiology I	4 Credits
BIO 250	Human Anatomy & Physiology II	4 Credits
BIO 295	Microbiology	4 Credits
PSY 101	Introduction to Psychology	<u>3 Credits</u>
	Pre-Requisite Total	22 Credits

1) BIO 155 is a prerequisite for BIO 240 and BIO 295. 2) BIO 240 is a prerequisite for BIO 250.
8. _____ **ESSAY.** Submit a typed 500 to 1000 word essay describing, **“How I plan to be successful in completing the Nursing Program”.** Must sign and date.
9. _____ **Student Recommendation Form.** Required **only** if you were previously enrolled in a **Nursing Program** other than WCCCD. Form required for **each** previously enrolled nursing program.
10. _____ **High School Diploma** **or** **High School Transcripts** **or** **Certified GED** showing date of completion. International transcripts must be interpreted / translated. Access “International Students” link on WCCCD home page for admission requirements www.wcccd.edu
11. _____ **Complete** Nursing Program Application, sign, and date.
(Applicants holding a Bachelor’s Degree should contact the Nursing Department).
Please Note: Applicants should be aware that a history of serious mental and emotional disorders, drug addiction or conviction for some criminal offenses may render a candidate ineligible for writing the National Council Licensure examination (NCLEX) for State licensure. Some physical handicaps may limit successful completion of the program, licensure and/or employment potential.

Application Availability

Potential applicants can obtain Nursing program applications from Student Services and online. Students are encouraged to meet with Student Service Academic Advisors to review program admission criteria, deadline dates for submitting documents, and address any questions related to the program.

Application Submission Dates

WCCCD accepts **60 applicants** to the Nursing Program twice each year, fall semester and spring semester. The deadline for the submission of all application requirements is by 4:30pm on the following dates:

May 15 for Fall Admissions
September 15 for Spring Admissions

Students will return the completed application and supporting documents to Student Services or Advisors at the Northwest Campus. It is recommended that students meet with an Advisor to confirm all criteria has been met prior to the application deadline date. All applications are reviewed by the College Wide Admissions Committee.

A selection process is used to identify students who will be offered admission. **The program does not maintain a waiting list.** Students who are not accepted must reapply, following the application deadlines and criteria in place at the time of application submission.

The Nursing Office will mail letters to applicants approximately 4 – 6 weeks after the application deadline dates regarding admission decisions. Admission is contingent upon the results of the drug screen, completed health profile and background check. Any positive findings on Health Profile will require added explanation by the Healthcare Provider. Student must be able to participate in the Nursing Program without restrictions. An adverse background check will require additional review by the WCCCD legal department.

Selection Process and Ranking System

The College Wide Admission Committee composed of Nursing and District staff will carefully review all applications and supporting documents. The committee meets twice each year, fall and spring, to select the top ranking **60 applicants** to enter the nursing program for the fall and spring terms.

Acceptance to the nursing program is competitive. Students are selected according to a 100-point ranking system. Total points for acceptance depend on the pool of applicants with each application submission cycle. Students are ranked based on the evaluation of **four factors**:

1. Grade Point Average (GPA)

All pre-requisite course grades must be completed **prior** to applying to the Nursing Program with a grade of “C” or better. The grades earned on the six pre-requisite courses are used to calculate the grade point average. **The minimum grade point average for entry into the Nursing Program is 2.8 on a 4.0 scale.**

Repeating Pre-requisite Courses

Starting with applications submitted for fall 2015 admission, the Nursing Program will only consider the highest grade of the first four attempts in calculating the GPA.

2. Nursing Program Pre-requisite Courses Completed at WCCCD

ENG 119/110	English I	3 Credits
BIO 155	Introduction to Biology	4 Credits
BIO 240	Human Anatomy & Physiology I	4 Credits
BIO 250	Human Anatomy & Physiology II	4 Credits
BIO 295	Microbiology	4 Credits
PSY 101	Introduction to Psychology	<u>3 Credits</u>
	Pre-Requisite Total	22 Credits

- **BIO 155 is a prerequisite for BIO 240 and BIO 295**
- **BIO 240 is a prerequisite for BIO 250.**

WCCCD Nursing Program does not accept College Level Examination Program (CLEP) to fulfill any program requirements.

Students should be aware:

- **If** there has been a **lapse greater than 5 years, but less than 10 years** since completing BIO 240 and/or BIO 250, **then** the Students must also complete BIO 252 – Pathophysiology
- **If** there has been a **lapse of 10 years** or greater since completing the BIO 240 and/or BIO 250 courses, **then** the student must retake the course(s).

3. Current Healthcare Licenses and Certification

Students can earn points based on current certification or licensure verifiable on the Michigan Board of Nursing website at www.michigan.gov/lara/. Students must provide copy of current healthcare licensure or certification with supporting documents to verifying current work experience. **Proof of healthcare licensure or certification accepted from the State of Michigan only.**

4. HESI A² Entrance Exam Scores

The Nursing Program requires successful completion of the **Health Education Systems, Inc. (HESI) Admission Assessment Exam**, a computer-based standardized entrance exam, adopted by the Nursing program August of 2013.

WCCCD Nursing Program requires applicants to complete each of the following five (5) sections of the **HESI A² Entrance Exam**:

- **Math, Reading Comprehension, and Anatomy and Physiology** are scored and students must achieve a minimum of 75% on each section.
- **Learning Style Assessment, Personality Profile and Critical Thinking** sections are not scored however the 3 sections provide valuable information to assist the student and faculty.

Also:

- Students must complete all six (6) sections.
- HESI A² scores are good for 2 years from date test was taken.
- Only HESI A² test scores completed at WCCCD are accepted.

Effective fall 2017, students are eligible to take the HESI A2 Entrance Exam twice per year.

The table outlines the five required sections, minimum required scores, and suggested times. **The total HESI A² Entrance Exam time is 3 hours:**

HESI A ² Entrance Exam 5 Sections	Description	Items Total	Suggested Time	Minimum Required Score
Reading Comprehension	Provides reading scenarios in order to measure reading comprehension, identifying the main idea, finding meaning of words in context, passage comprehension, and logical inferences/conclusions.	55 Items 50 Items scored; 5 pilot items are not scored	60 Minutes	75%
Math	Math questions evaluate knowledge of basic mathematical concepts. Math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, and general math facts that are useful in practicing nursing.	55 Items 50 scored items; 5 pilot items are not scored	60 Minutes	75%
Anatomy and Physiology	Evaluates a student's understanding of fundamental anatomy and physiology concepts such as: anatomical systems, structures, and general terminology.	30 Items 25 scored items; 5 pilot items are not scored	30 Minutes	75%
Personality Profile	Assessment of personality related to preferred learning style. Provides a print out of student tips related to personality profile.	10 Items Non Scored	10 Minutes	Required but Non scored
Learning Style	Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to applicant's learning style.	14 Items Non Scored	10 Minutes	Required but Non scored
Critical Thinking	Four-choice multiple choice test. All answers are correct, however, each choice reflects a different degree of a critical thinking skill.	25 Items Non Scored	10 Minutes	Required but Non scored

PLEASE NOTE

A student **MUST** complete **all 6 sections** within the allotted 3 hour test period during that scheduled test session. Failure to do so mean the student has not completed the admission requirement. If a student runs out of time before completing one or more content areas then, the student **has not** met the application requirement.

Test Site of HESI A²

Testing occurs at WCCCD, Northwest Campus, 8200 W. Outer Drive, Detroit, MI 48219

Cost of HESI A²

There is a fee of \$40.00 to register. The fee is paid through the student's Web-Gate Account.

Preparing for HESI A²

The following are offered as suggested preparation material for the HESI Admission Assessment (HESI

A²):

WCCCD HESI A² Prep Course

WCCCD offers several session dates which are located in the Continuing Education Schedule. Course reviews the 3 exams required for admission to WCCCD Nursing program: Math, Reading and Anatomy & Physiology. Test-taking strategies are also discussed. There is a \$25.00 cost to students.

Free HESI A² Practice Tests

Offers free practice tests for math, reading, and anatomy & physiology. Some tests are randomized allowing students to repeat tests and new test items. <http://www.test-guide.com/free-hesi-a2-practice-tests.html>

HESI Admission Assessment Review (3rd Edition)

This review book is developed by Elsevier, the company who created the HESI exam. It provides thorough coverage of the vocab, grammar and math sections of the exam. Includes 400 practice questions written in the style of the HESI exam and every question has a rationale/explanation. HESI Admission Assessment Exam Review, 3rd Edition, Elsevier, ISBN #978-1-4557-0333-3

Allnurses.com

Students post questions and comments about the exam and offer support/helpful tips for preparing for exam. All posts are moderated by allnurses.com and must meet approval prior to appearing on site.

<http://allnurses.com/hesi-entrance-exam>

HESI A² Pre-Registration Process

Students must pre-register in person at the Nursing Office, located at the Northwest Campus, to take the exam. A student cannot take the exam on the same day they register. Exam dates are posted on the District website:

- Access site at www.wcccd.edu
- Click "Schedule" icon.
- Click "Continuing Education (CE) Schedule".
- Scroll down to "Northwest Continuing Education Classes" and locate "Professional Exams and Licensing Preparation".

Please note:

1. Student **MUST** bring unofficial transcript to verify successful completion of ENG 119, BIO 240, and BIO 250 with a grade of "C" or better.
2. Student will be required to complete a registration form.
3. Student must bring WCCCD Student ID.
4. Upon completion of registration, students will receive instructions for creating their HESI account.

HESI A² Exam Day

1. Students not reflected on registration list will not be allowed to test.
2. Students must report to exam location 30 minutes prior to the start of the exam.
3. **Students who arrive once the exam has begun will not be allowed to test, and will forfeit the testing fee.**
4. A WCCCD Student ID is required to sit for the exam.
5. Calculators and scratch paper will be provided, and will be collected at the end of the testing session. Bring your own pencil.
6. All electronic devices are prohibited during the exam. Students who have these items will not be allowed to continue.

**There is zero tolerance for cheating or attempts to cheat on the HESI A².
This includes verbal and/or non-verbal communications among test takers during the exam.**

Successful Completion of the HESI A²

Exam results are available immediately upon exam completion. Detailed exam reports can be retrieved 48 hours after the exam. Scores are good for 2 years from date test was taken.

Unsuccessful Attempt of HESI A²

Students are allowed to **retake** the HESI A² after a 45 day waiting period from the previous attempt. HESI provides a remediation plan to students upon an unsuccessful attempt. Students must use this wait period to review the plan and attend the HESI A2 Prep Courses offered by WCCCD, before an additional

attempt. Students who do not achieve the minimum scores must attend HESI Prep Courses after every unsuccessful attempt – **“NO EXCEPTIONS”**.

Program Entry Requirements

Students who are offered admission to the Nursing Program must complete the following:

- Student Health Profile/Physical Examination
- 13 item Urine Drug Screen
- Approved Basic Life Support (CPR) Certification Course.
- Background Check

Acceptance into the Nursing Program is contingent on submission and analysis of the required documents. College Wide Admission Committee may request additional information based on findings.

Nursing Program Curriculum

Nursing courses are 7.5 weeks and must be taken in sequence. A minimum grade of 75% in each nursing course is required for progression to the next course. Academic courses other than nursing courses must be completed according to WCCCD degree requirements. Students should consult the WCCCD Catalog for discussion of degree requirements. The catalog is available on the District website:

- Access site at www.wcccd.edu
- Click “Catalog” icon.

Completion of co-requisite courses is not required for nursing program entry. Students who complete the co-requisites prior to starting the program allows for additional time to focus on nursing courses. Co-requisite course grades must be completed with a grade “C” or better. The District’s Catalog and the Nursing Student Handbook provide a description of the nursing curriculum and courses. Both documents are located at: www.wcccd.edu

RN Licensure

Graduates of the Nursing program are eligible to write the National Council Licensing Exam for Registered Nurses (NCLEX-RN). The Michigan Board of Nursing will require a new, separate criminal background check, including FBI fingerprinting, and drug screen. Conviction of a felony or misdemeanor may preclude eligibility for licensure. Students are urged to visit the Michigan Board of Nursing website at www.michigan.gov/lara/

Program Approval

WCCCD Nursing Program has full approval from:

Michigan Board of Nursing

P.O. Box 30670

Lansing, MI 48909-8170

www.michigan.gov/lara/

517-335-0918

Further Inquiries

For Further inquiries and questions about the Nursing program please contact: 313-943-4000.

Student Recommendation

Instructions: Student will present this form to all previously enrolled or attended Nursing Programs. This form is required for each previously enrolled Nursing program.

I have applied to the **Nursing Program at Wayne County Community College District** and I desire that they be fully advised of my record from my previous nursing education program. I, therefore, request that you furnish the necessary information concerning my nursing education at your College/University. I hereby release you and Wayne County Community College District from any and all liability or damage for providing and utilizing the information requested.

Student Name (Please Print)	Social Security #	Date in Program
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Student Signature: _____ Date: _____

College/University: _____ ADN Program BSN Program Other _____

Contact Person: _____ Title _____

Address: _____

Phone: _____

The above named student has submitted an application to Wayne County Community College District Nursing Program. We would appreciate your reply to the questions below. All information obtained will be held in strict confidence for our use and benefit, without prejudice or liability on your part. We will use the information, along with other academic information in making a final decision regarding the student's admission into our program. Thank you for your assistance.

Please complete and mail to: WCCCD, Nursing Program, 8200 W. Outer Drive, Detroit, MI 48219. Phone: 313-943-4000 FAX: 313-255-7547

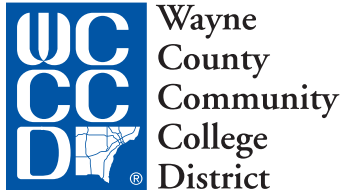
1. Did the student have a failure in a nursing course that was due to safety violation? Yes No
If yes, please provide explanation:

2. Did the student have a failure in a nursing course that was due to integrity/ethical issues? Yes No
If yes, please provide explanation:

3. Is the student eligible for readmission into your program? Yes No
If not, please explain:

Signature and Title of Person Completing Form	Phone	Date
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Please return form to: WCCCD, Nursing Program, 8200 W. Outer Drive, Detroit, MI 48219 Phone: 313-943-4000 FAX: 313-255-7547



I PARTICIPATED IN A
NURSING INFORMATION MEETING
At
WCCCD – NORTHWEST CAMPUS

Nursing Administrator
Advisor

Date

This document is valid for one year from the date signed above.

**This requirement may be fulfilled by a group session, one on one session, or virtually.*



Background Check

Students who are offered admission and accept admission to the Nursing Program **must** pass a background check. This background check is ordered through CertifiedBackground.com at the student's expense. Further detail and how to complete the process is provided in this packet. Completing this admission requirement is time-sensitive. Any positive findings are submitted to WCCCD Legal Department for review. Final decisions of a student's admission are contingent upon the outcome of the background check.

Frequently Asked Questions about CertifiedBackground.com

Placing My Order

How do I obtain my package code?

Your package code is provided in your Student Instruction Form. If you have misplaced your student instructions, please access the link below. Please allow 24 business hours for email response. Contact:

www.certifiedbackground.com

Phone (888) 666-7788

info@certifiedbackground.com

Background Check

Where can I view my Order Confirmation? A copy of your Order Confirmation was sent to the email address you provided when you placed your order. You can also retrieve a copy of your Order Confirmation by logging into your CertifiedProfile account and clicking on the Document Center tab located at the top of the screen. Once in the Document Center, click on the Background Check folder located on the left side panel, then click on the document titled "Confirmation."

When should I expect my Background Check results to be complete? Results are normally returned within 3- 5 business days. Please note that turnaround time will vary based on the specific items in your order. If it has been more than 5 business days and you are approaching your school deadline please email us at cpservicedesk@certifiedprofile.com.

What does "In Process" status mean on my results summary page? "In Process" means that the item is not completed and is still being researched.

How do I dispute additional charges or criminal records? Once your results are returned, you will receive a message in your CertifiedProfile Message Inbox titled "Completed Order Results." In this message, links are provided to dispute additional charges or criminal records.



Student Instructions



CertifiedBackground.com

Background Checks Are Required

This school requires that each student purchase a background check through CertifiedBackground.com.

What is CertifiedBackground.com?

CertifiedBackground.com is a background check service that allows you to purchase your own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the school can view the results.

How do I order my background check? IT'S EASY!

1. Go to www.CertifiedBackground.com and click on "Students".
2. In the Package Code box, enter the package code listed below.
3. Select a method of payment. CertifiedBackground.com accepts Visa, MasterCard, and money orders.

Your Package Code is:
ay20
Nursing

www.certifiedbackground.com

Phone: (888) 666-7788

info@certifiedbackground.com