Nursing Program Information Packet
May 2014 – May 2015

Associate of Applied Science in Nursing

Application Submission Dates
September 15 for Spring Admissions
May 15 for Fall Admissions
Wayne County Community College District  
Nursing Program Information Packet  
May 2014 – May 2015

**Table of Contents**

Welcome and Overview of Program .................................................................................................................. 3

Nursing Program Application Criteria ............................................................................................................. 4

Application Availability ...................................................................................................................................... 5

Application Submission Dates .......................................................................................................................... 5

Selection Process and Ranking System ............................................................................................................ 5, 6, 7
  - Grade Point Average
  - Nursing Program Pre-requisite Courses
  - Current Healthcare Licenses and Certification
  - HESI A² Entrance Exam Scores

Test Site of HESI A² ........................................................................................................................................... 7

Cost of HESI A² .................................................................................................................................................... 7

Preparing for HESI A² ....................................................................................................................................... 7

HESI A² Pre-Registration Process ...................................................................................................................... 8

HESI A² Exam Day ............................................................................................................................................. 8

Successful Completion of the HESI A² ............................................................................................................. 8

Unsuccessful Attempt of HESI A² ...................................................................................................................... 8

Test of Essential Academic Skills (TEAS) .......................................................................................................... 9

Program Entry Requirements ............................................................................................................................ 9

Nursing Program Curriculum ............................................................................................................................ 9

RN Licensure ........................................................................................................................................................ 9

Program Approval ............................................................................................................................................. 9

Further Inquiries ............................................................................................................................................... 10

**DOCUMENTS**

Student Recommendation ................................................................................................................................. 11

Nursing Information Meeting Form ................................................................................................................ 12

Certified Background Check ............................................................................................................................. 13, 14
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 in Student Services to discuss program application criteria, review transcripts, and confirm deadline dates for submitting the application and supporting documents.

Additionally, students are encouraged 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 Webgate 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 identified advisor.

1Source: Bureau of Labor Statistics
http://www.bls.gov/ooh/healthcare/registered-nurses.htm
Retrieved May 2014
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 or copied 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
   a. HESI A2 entrance exam scores. *(Scores are good for 2 years from date test was taken.)*
   b. TEAS entrance exam scores. *(Scores are good for 2 years from date test was taken.)*
   **Note:** TEAS scores are accepted through August 16, 2015.

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     3 Credits
   - BIO 155   Introductory 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    3 Credits
   **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 previously attended a nursing program other than WCCCD.)*

10. ☐ High School Diploma or ☐ High School Transcripts or ☐ Certified GED showing date of completion. If international transcript, access “International Students” link on WCCCD home page for admission requirements [www.wcccd.edu](http://www.wcccd.edu)

11. Complete Nursing Program Application, sign, and date.

**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 at any time from Student Services at the Northwest Campus. 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 (August) and spring semester (January). The deadline for the submission of all application requirements is by 4:30pm on the following dates:

- **September 15 for Spring Admissions**
- **May 15 for Fall Admissions**

Students will return the completed application and supporting documents to Student Services at the Northwest Campus. It is recommended that students meet with Student Services 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 one month after the application deadline dates regarding admission decisions. Admission is contingent upon the results of the drug screen and completed health profile. Any positive findings on Health Profile will require added explanation by Healthcare Provider. Student must be able to participate in the Nursing Program without restrictions.

Selection Process and Ranking System
An 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 five 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110/ENG 119</td>
<td>English</td>
<td>3 Credits</td>
</tr>
<tr>
<td>BIO 155</td>
<td>Introductory Biology</td>
<td>4 Credits</td>
</tr>
<tr>
<td>BIO 240</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4 Credits</td>
</tr>
<tr>
<td>BIO 250</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4 Credits</td>
</tr>
<tr>
<td>BIO 295</td>
<td>Microbiology</td>
<td>4 Credits</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

Pre-Requisite Total: 22 Credits

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

Students should be aware:

- Students must also complete BIO 252 – Pathophysiology if there has been a lapse greater than 5 years, but less than 10 years since completing BIO 240 and/or BIO 250.
- Students must retake the BIO 240 and/or BIO 250 if there has been a lapse of 10 years or greater since completing the courses.

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

3. Current Healthcare Licenses and Certification

Students can earn points based on current certification as Certified Nurse Assistant (CNA), Emergency Medical Technician (EMT), Licensed Practical Nurse (LPN), Pharmacy Technology (Pharm Tech), Dialysis Technology, Surgical Technology (Surg-Tech), or Veterinarian Technology. Students must provide copy of current healthcare licensure or certification with supporting documents 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 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 and the Personality Profile sections are not scored however the 2 sections provide valuable information to assist the student and faculty.

Also:

- Students must complete all five (5) sections.
- HESI A² scores are good for 2 years from date test was taken.
- Only HESI A² test scores completed at WCCCD are accepted.
The table outlines the five required sections, minimum required scores, and suggested times. The total HESI A² Entrance Exam time is 3 hours:

<table>
<thead>
<tr>
<th>HESI A² Entrance Exam 5 Sections</th>
<th>Description</th>
<th>Items Total</th>
<th>Suggested Time</th>
<th>Minimum Required Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comprehension</td>
<td>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.</td>
<td>55 Items 50 items scored; 5 pilot items are not scored</td>
<td>60 Minutes</td>
<td>75%</td>
</tr>
<tr>
<td>Math</td>
<td>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.</td>
<td>55 Items 50 scored items; 5 pilot items are not scored</td>
<td>60 Minutes</td>
<td>75%</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>Evaluates a student’s understanding of fundamental anatomy and physiology concepts such as: anatomical systems, structures, and general terminology.</td>
<td>30 Items 25 scored items; 5 pilot items are not scored</td>
<td>30 Minutes</td>
<td>75%</td>
</tr>
<tr>
<td>Personality Profile</td>
<td>Assessment of personality related to preferred learning style. Provides a print out of student tips related to personality profile.</td>
<td>15 Items non-scored</td>
<td>15 Minutes</td>
<td>Required but Non-scored</td>
</tr>
<tr>
<td>Learning Style</td>
<td>Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to applicant’s learning style.</td>
<td>14 Items non-scored</td>
<td>15 Minutes</td>
<td>Required but Non-scored</td>
</tr>
</tbody>
</table>

**PLEASE NOTE**

A student **MUST** complete all 5 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 online through student’s Webgate Account.

**Preparing for HESI A²**

There are several resources to assist your preparation for the entrance exam:
- Purchase at Northwest and Western bookstores.
- Attend math, reading, and test strategy workshops offered by Student Services. Contact Student Services to learn dates/times/locations.
- Review, *HESI A² Admissions Assessment Exam Review*, 3rd edition, on reserve at Northwest and Western Campuses WCCCD libraries. The text offers content review and practice questions on the sections required for applicants applying to WCCCD Nursing Program. The review helps students identify area of weakness to focus study time.
HESI A² Pre-Registration Process
Students must pre-register 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** successful complete ENG 119, BIO 155, BIO 240, and BIO 250 with a grade of “C” or better.
2. Student will be required to complete a registration form and obtain Student Service Administrator signature.
3. Upon completion of registration, students will receive instructions for creating their HESI account via their WCCCD email address.

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 valid picture ID is required to sit for the exam.
5. Calculators are not permitted at the testing area. Bring your own pencil. Scratch paper will be provided and collected at the end of the testing session.
6. Once the exam begins, phones, IPODS, pagers, cameras, Bluetooth, or any other 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 scores 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 **one retake** of HESI A² after a 45 day waiting period from initial attempt. HESI provides a remediation plan to students upon the first unsuccessful attempt. It is highly recommended students use this wait period to review the plan before a second attempt. Students who do not achieve the minimum scores with the second attempt are NOT eligible to apply to the Nursing Program at WCCCD. **No exceptions.**

Test of Essential Academic Skills (TEAS)
This entrance test is no longer offered by WCCCD Nursing Program however **scores are accepted through August 16, 2015.** Scores are good for 2 years from date test was taken. Required scores are: Reading 60%, Math 50%, and Adjusted Score 55%. **Only TEAS test scores completed at WCCCD are accepted.**
Program Entry Requirements
Students who are offered admission to the Nursing Program must complete the following:

- Student Health Profile/Physical Examination
- Drug Screen
- Basic Life Support (CPR) Training
- Background Check

Acceptance into the Nursing Program is contingent on submission and analyses of the required documents. District 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 WCCCD Catalog for discussion of degree requirements. The catalog is available on 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 at a “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 complete 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 approved 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

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

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

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  Date
Advisor

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 website 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.

Your Package Code is:
ay20
Nursing

www.certifiedbackground.com
Phone: (888) 666-7788
info@certifiedbackground.com