



Associate Degree Nursing Program

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Traditional Track

Admission / Application

Requirements and Information

2013-2014

<http://www.century.edu/futurestudents/programs/pnd.aspx?id=45>

3300 Century Avenue North
White Bear Lake, MN 55110
651.773.1700 (Admissions Office)
<http://www.century.edu>

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system. Century College is accredited by the North Central Association of Colleges and Schools

This document can be made available in alternative formats to individuals with disabilities by calling 651.779.3354, 1.800.228.1978 or through the Minnesota Relay Service at 1.800.627.3529.

Nursing Program Admission Prerequisites

All the admission requirements outlined below must be met before application to the Nursing Program. All assessment testing and developmental coursework must be completed by the application deadline. Successful completion is defined as earning a C or better in a course.

Admission Based on Previous College Coursework:

Applies to applicants who have attended college previously and G.E.D. recipients (High School Degree-Secondary Education -required).

1. **Pre-Nursing Major:** Indicate 'pre-nursing' as the college major and answer the appropriate background questions regarding applying to the Nursing Program when taking assessment tests.
2. **Assessment Testing:** Prior to the Nursing application deadline, nursing applicants must complete the Accuplacer Assessment tests in Reading, Writing and Mathematics (specifically the 'Arithmetic' test) with scores at the required college level or have completed the required coursework prior to the nursing program application deadline.

- a. **Math (Arithmetic) Assessment Requirement:**

Students must place into MATH 1000 (Medical Dosages) with a Arithmetic assessment score of 77 or higher, or successfully complete MATH 0010 prior to application to the Nursing Program. If the student does not receive a placement of MATH 1000 on the mathematics assessment, the student will be required to register for appropriate prerequisite math courses.

All applicants must complete the Math assessment. Students are exempt only if they have taken Math 1000 or a transfer equivalent with a grade of C or higher. Math assessment results are valid for only 4 semesters. If applicable coursework is not completed within the time frame, reassessment will be required.

Students may submit assessment scores from other MnSCU institutions and/or institutions that use the Accuplacer, Descriptive Tests of Language and Mathematical Skills (DMT/MS), or Computerized Placement Test (CPT) assessment test systems. Students are expected to achieve 100% on Medical Dosage Exams, given during each nursing course.

- b. **Writing & Reading Assessment Requirement:** Exceptions to assessment testing, based only on transcripts from United States colleges and universities, include:
 - Writing assessment if applicant has a transfer course equivalent to ENGL 1021, grade of C or higher
 - Reading assessment if applicant has a transfer course equivalent to RDNG 1000, grade of C or higher OR three reading-intensive courses with A or B grades as evaluated by the Century DARS/Transfer office
 - Reading and Writing assessment if prior completion of a Bachelor's degree from the United States

Applicants with sub-test ACT scores of 24 or higher for Reading or English will be exempt from that particular assessment test (documentation must be provided to the assessment office).

Previous assessment test scores in Reading and Writing will remain current for 6 semesters. Assessments in Math will remain current for 4 semesters.

For information about completing assessment tests, call Century College Assessment Testing Center: 651-779-3352. Students are urged to take the assessment tests as soon as possible so you know whether you need to complete developmental courses before applying. Practice test questions for the assessment tests can be found on-line at www.google.com and type in: 'Accuplacer practice tests' or are available on the Century College website under "Assessment" then "Practice Tests and Review Sites."

- 3. Science requirement:** Successful completion of a four-credit (semester), college-level Introductory/General Chemistry or Introductory/General Biology course with laboratory, Century CHEM 1020 or BIOL 1020 or transfer equivalent (transfer equivalents must include a laboratory). CHEM 1020 has a math prerequisite of MATH 0030 or math assessment placement in MATH 0070 or higher.

 - Please note that CHEM 1020, Chemistry Concepts and BIOL 1020, Biology Concepts are prerequisites for Human Anatomy and Physiology at Century College. Human Anatomy & Physiology I & II (BIOL 2031 & 2032), totaling 8 credits, must be successfully completed prior to beginning the second year of the nursing program.
 - A minimum of a 'C' grade is required in every science course required for the Associate in Science Nursing Degree and in all required science courses completed by the application deadline and at any time prior to the start of the nursing coursework.

- 4. Pre-Admission Assessment Exam for Nursing:** When ready to apply to the Nursing Program, all applicants must complete the HESI A2 pre-nursing admission exam, prior to the application deadline. HESI A2 Exam scores are applied to selection criteria for admission. Individual exam reports must be submitted prior to the application deadline.. At this time, the program requires the following three HESI tests: reading comprehension, math, and vocabulary/ general nursing knowledge. Visit the Nursing Program website for more HESI A2 exam and registration details: <http://www.century.edu/futurestudents/programs/pnd.aspx?id=45>

- 5. Credit and GPA requirement 3.0 or greater:** Students must complete a minimum of 10 college-level credits from Minnesota General Education Transfer Curriculum (MnTC) course list, or transfer courses evaluated as MnTC, with a cumulative grade-point average (GPA) of 3.0 or greater. Please see the Century College Nursing web site or the Counseling Center for the list of eligible courses. GPA will be calculated on all program course requirements whether taken at Century College or transferred in from other colleges. The GPA requirement also applies to all coursework taken after application up to the start of Nursing Program classes.

Certain types of credits: ie: developmental coursework, occupational curriculum, career development, Pass/Fail, computer skills, learning lab, study skills, reading, English Language Learners (ELL) courses and physical education, etc, will not be calculated in the GPA.

- 6. Petitions:** Completion of credits and submission of petition must be completed prior to the nursing program application deadline. Students who do not have a cumulative GPA of 3.0 may petition for admission consideration based on their most recently completed general education/MnTC credits, including all required science courses (minimum of 10 credits). Students seeking any exception to the admission criteria should consult the Century College catalog, Admissions or Counseling personnel for petitioning instructions.

7. **International transcripts:** all international transcripts must be evaluated by World Education Services (W.E.S. <http://www.wes.org>.) if the student wants to use credits towards their Nursing degree. This may also require a petition for specific courses to transfer. Please see a counselor for assistance.

Admission based on the High School (Secondary Education) record:

1. **Graduation:** Applies only to students who have graduated from high school within the past two years. High School students in their senior year may submit their application if science course requirements are met. Students are encouraged to enroll in college-level courses prior to their start of nursing courses and to meet with a counselor before registering for college courses.
2. **Class rank:** High school rank in upper 50th percentile (rank may be computed at end of junior year or later).
3. **College entrance testing:** One of the following test scores:
 - a. ACT composite standard score of 21 or greater
 - b. SAT verbal/math combined standard score of 900 or greater
 - c. PSAT Verbal Minnesota score of 42 or greater or a verbal plus math score of 89 or greater
4. **Science requirement:** One year of high school introductory biology and high school chemistry with a grade of C, or better, in each course is required. The Century College Biology and Chemistry courses (BIOL1020 and CHEM 1020) with grades of C or higher may be substituted for the high school science courses if they are completed prior to the application deadline. (This science requirement only applies for High School applicants.)
5. **Mathematics/Writing/Reading Requirement:** Writing, mathematics, and reading skills must be demonstrated through course work or college assessment tests as stated above.

Nursing Program Application Requirements

Applicants must also complete the following application procedures and the requirements after acceptance.

Application procedures:

1. **Application Deadline:** Applications for enrollment into the Century College Nursing Program, including transcripts, petitions, HESI test scores and all other documentation must be received by the Admissions Office by **February 1st** of each year. Students may apply prior to deadline. The selection process will begin after February 1st.
2. **Nursing Program Application Form:** The Nursing Program application form must be completed and submitted to the Admissions Office (found on the Century Nursing website). The Nursing Program application is a separate application and not a substitute for a Century College application. (Please note: academic suspension and/or financial holds at other MnSCU institutions could prevent a student from being admitted to Century College.)
3. **Transcripts:** Official transcripts are required for all college courses and vocational school work done previously, including any courses in progress, and must be sent directly from the previous institution to the Century College DARS/Transfer Office. To ensure that e-transcripts have been received and evaluated, applicants who have previously attended a MnSCU college or university are responsible for contacting the DARS/Transfer Office prior to the application deadline. Students applying under the high school admission requirements must have high school transcripts submitted. International transcripts must be evaluated by

World Education Services to be petitioned for use; see: <http://www.wes.org/>. (Transcripts must show the same name that appears on your application form; notify other institutions of any name change accordingly.)

4. **Nursing Assistant Course:** Successful completion of a Nursing Assistant (NA) course within the last three years is required before beginning the Nursing Program. Students who have not taken a NA course, but have equivalent NA skills and knowledge, need to petition the Director of Nursing prior to the application deadline for approval. Verification of skills or completion of the NA competency exam will be required. Students with medical assistant, EMT, and other allied health backgrounds can either test out through the NA competency exam by petition or complete the NA course. (Contact Century College Continuing Education online or call 651-779-3341 for list of NA courses.)
5. **Selection Process:** Admission to the Nursing Program is highly competitive and the college may not be able to accept all applicants that meet the minimum admission requirements. Applicants are ranked and selected for admission based on several criteria:
 - Pre-admission HESI A2 exam scores
 - GPA in selected courses and overall GPA
 - One prior degree completion (3.0 or above GPA)
 - General education (MnTC) coursework completed for the A.S. degree by the application deadline
 - Completion of NA course
 - Paid direct patient care experience for 480 hours or more within the past two years. (Employment history will be verified by the college)
 - Grade of A or B in Medical Terminology and Medical Dosages
 - Credits completed at Century College

The selection criteria are available on the nursing website and are subject to change:
<http://www.century.edu/futurestudents/programs/pnd.aspx?id=45>

Applicants who are qualified but not admitted are placed on an alternate list based on rank which is only good for the applied year. If spaces become available in the Nursing Program for the term they applied, applicants from the alternate list will be granted admission. Applicants not admitted each year must complete a new application for the next application deadline for the subsequent year.

After Acceptance:

Completion of the following requirements is mandatory after acceptance into the Nursing Program. (Accepted students who do not fulfill these pre-Nursing Program requirements lose their space in the program and forfeit the deposit.)

Notification and Deposit: The College will inform applicants of their admission status approximately 2 months after the application deadline. Applicants selected as students must return the signed acceptance form and a deposit of \$100 as a holder. The deposit will be returned mid-semester as long as the student remains enrolled in the first semester nursing courses. This one hundred dollar (\$100.00) deposit is refundable ONLY if application is withdraw in writing prior to 30 days before the semester begins. Financial and academic accounts with Century College and all previously attended institutions must be in good standing.

6. **Nursing Orientation:** Admitted nursing students will be notified of the date and time for a required Nursing Orientation session with the Director of Nursing.

Human Services Background Study: *If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid (MN Statute 135A.157). Students must receive clearance through the annual Human Services background study to provide direct patient care in the clinical*

setting or they are subject to dismissal from the program. The application for the background study is done during the required orientation to the program and annually.

Immunization Records: Accepted Nursing Students will receive the Nursing Program Immunization Record form for completion and signature by a physician or health care provider at nursing orientation. If a student does not have the required immunizations, a clinical site may refuse to accept the student at the facility. The Nursing Program does not guarantee an alternative facility placement, and if none are available, the student cannot complete the clinical requirements of the program and therefore will not be eligible to progress. This policy includes student who are conscientious objectors to immunizations. Immunizations must remain current throughout the nursing program.

CPR Certification: The Healthcare Provider CPR course is required prior to the start of the Nursing Program (such as the American Heart Association's *Basic Life Support Health Care Provider Course* or the Red Cross's *CPR for the Professional Rescuer*). Century College offers the CPR course through Continuing Education and credit-based courses. CPR certification must remain current throughout the nursing program.

Contact Information: Nursing students are responsible for maintaining current addresses, telephone numbers, and name changes on file with the Admissions Office, Records Office, and the Nursing Department.

Century College Nursing Program Checklist:

- _____ Apply to the college, pay fee
- _____ Request all official copies of college transcripts to be sent directly to the Century College DARS/Transfer Office.
- _____ Request official copy of high school transcript to be send directly to the Century College Admissions Office if one was not submitted at the time of application to the college.
- _____ Review admission/application requirements, take assessment tests, attend a college orientation and welcome day.
- _____ Schedule an appointment with a Counselor to develop an academic plan.
- _____ Complete required pre-admission courses before applying to the Nursing Program.
- _____ Take HESI A2 Nursing Pre-admission exam.
- _____ Complete and submit nursing application form by application deadline to Admissions Office.

Contact information:
Nursing Admissions
Century College
3300 Century Ave North
White Bear Lake MN 55110
651-779-3910
admissions@century.edu

Nursing Program Information

Liability Insurance: The college requires a group professional liability insurance policy for which the premium is payable upon registration. Nursing students are *not* eligible for workers compensation because they are *not* employees of the college nor are they employees of the health care institutions or community agencies where they perform their clinical experience.

Essential functions in the nursing program: Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Essential functions include: use of senses, speech, reading, writing, physical ability, coordination, stamina, ability to problem solve, and emotional stability. The MnSCU Core Performance Standards for nursing students are available on the Century Nursing website.

Medical Terminology: A medical terminology credit course, such as HLTH 1001, is highly recommended prior to starting the nursing program. Students are responsible for this knowledge and will be tested during the first nursing course unless they have successfully completed HLTH 1001 or an equivalent course for college credit. Self-study course books and an online course are also available at Century College.

Medical Dosages: A medical dosages credit course, such as MATH 1000, is highly recommended prior to starting the nursing program. Each Nursing Course has a Math/Medical Dosages test that nursing students are required to achieve 100% on each test. Additional mathematics courses are also helpful.

Minnesota General Education Transfer Curriculum (MnTC) / General Education Requirements: All students (including recent high school graduates) are encouraged to complete as many of the Minnesota General Education Transfer Curriculum (MnTC) required courses as possible prior to applying to the Nursing Program and beginning nursing coursework. Some of these general education courses have prerequisites that must also be completed. If you have specific questions about transfer of previous college credits for the Minnesota General Education Transfer Curriculum (MnTC) requirements of the Nursing Program, please contact the Transfer Credit Evaluation Office at 651-779-3908 or visit: <https://www.transfer.org/uselect/login.htm> Students must have all MnTC/General Education course requirements for the AS in Nursing Degree completed to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX®-RN).

Obtaining Registered Nurse Licensure: After satisfactorily completing the Associate in Science Degree Nursing Program requirements, qualified students are eligible to apply for the NCLEX®-RN Exam. Authorization to take this exam comes from the MN State Board of Nursing as a result of the graduate's application to the board for licensure. After passing the licensure exam, students are eligible to apply for RN licensure in the United States.

Affirmative Action: The Minnesota State Colleges and Universities System (MnSCU) is committed to affirmative action, equal opportunity, and American Disability Act principles in all of its programs, services, activities, and employment.

Social Security Notice: Century College uses Social Security Numbers for student identification purposes on student records. Providing your Social Security number is voluntary. However, if you do not provide your Social Security number, you may not be considered eligible for Education Tax Credits (Hope and Lifetime Learning Scholarships). If you do not provide this number, your petition will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Data Privacy Notice: Refer to the Century College's course catalog and schedule for the most recent policy related to Student Data Privacy and Notification of Rights (Student Data). (<http://www.century.edu>) Click on 'future students' and 'course catalog.'

The information in this publication is subject to change without notice. Century College is an equal opportunity educator and employer. This publication is available in alternate formats; call 651-779-3355 or TTY 651-773-1715.

Revised 04/2012 TW/SH/CN

Century College Associate in Science Degree in Nursing – Degree Plan

Traditional Track - 2012-2013

Total Number of Credits: 64

Career/Occupational Requirements: 34 credits

			Credits
NURS	1070	Nursing Practice 1: Fundamentals	5
NURS	1071	Health Assessment in Nursing	3
NURS	1080	Nursing Practice 2: Altered Health	7
NURS	1081	Pharmacology in Nursing	2
NURS	2070	Nursing Practice 3: Complex Health	8
NURS	2080	Nursing Practice 4: Advanced Concepts & Synthesis	9

Nursing Electives:

NURS	2025	Clinical Specialty Focus	1-4
NURS	2785	Clinical Internship	1

General Education/MnTC Requirements: 30 credits (See MnTC course list for options)

Goal 1 - Communication: 7 credits

ENGL	1021	Composition 1	4
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Select one of the following COMM courses: 3

COMM 1031 Interpersonal Communication

COMM 1041 Small Group Communication

COMM 1051 Intercultural Communication

Goal 2 - Critical Thinking is fulfilled when all MnTC goals are complete

Goal 3 and/or Goal 4 - Sciences/Math/Logical Reasoning: 11 credits

BIOL	2031	Human Anatomy and Physiology I	4
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BIOL	2032	Human Anatomy and Physiology II	4
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BIOL	2035	Microbiology	3
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Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

PSYC	1041	Developmental Psychology (required)	3
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Add'l course from second Goal 5 discipline such as Sociology, Anthropology, Economics, Geography, Global Studies, History, Political Science, Linguistics, Women and Gender Studies 3

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

PHIL	1035	Biomedical Ethics – recommended	3
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Add'l course from second Goal 6 discipline such as Art, English Literature, Humanities, Music, Theatre, Women and Gender Studies 3

Goals 7-10: Three credits in each of two goals below (may be met with above coursework)

Goal 7: Human Diversity

Goal 8: Global Perspective Goal 9: Ethic and Civic Responsibility

Goal 10: People and Environment

Two 3-credit courses are required in Goals 7-10. (COMM 1031, 1041, 1051 requirement meets one of the goals.) One additional course (in a different goal than the communication course you complete) in Goal 7-10 is required. It is possible to choose a course in Goal 5 or Goal 6 that also meets the Goal 7-10 requirement. Refer to MnTC course list available in Counseling or on the college website: http://www.century.edu/files/programs/programguides/Mntc_list.pdf

Recommended Courses:

HLTH 1001 Medical Terminology (2 credits) or equivalent

MATH 1000 Medical Dosages (1 credit) or equivalent



Associate Degree Nursing Program Application Form -- 2013 TRADITIONAL TRACK

Please submit this application to the Admissions Office.

MUST BE COMPLETED IN BLACK INK ONLY.

If you have not previously attended Century College, please complete and attach the Century College application with the \$20 application fee. (The \$20 application fee is only required for NEW Century College applications.) **This Nursing application is not a substitute for the Century College Application form.**

APPLICATION DEADLINE: February 1, 2013

PLAN AHEAD. APPLICATION AND ALL SUPPORTING DOCUMENTATION MUST BE RECEIVED PRIOR TO THE DEADLINE

Name (Last, First, Middle Maiden)		Student ID or Social Security Number	
Address	City	State	Zip Code
E-mail Address (E-mail may be used to communicate important information about your application.)	Home Phone ()	Mobile Phone ()	
Have you ever attended any college? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please contact each college and request that an official transcript be sent directly to the DARS/Transfer Office at Century College.			

EDUCATIONAL RECORD: Names of secondary schools, colleges and technical schools attended:

High Schools or GED *	State	Town or City	Dates		Degree or diploma received
			From	To	

* Please have an **official** high school transcript send directly to **Admissions** at Century College if graduated within last 5 years.

Colleges, technical or other post secondary schools	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

Please request **official** transcripts from each institution attended to be sent to the DARS/Transfer Office at Century College.

EMPLOYMENT RECORD: List your employment record indicating most recent employment first.

Employer or Organization	Nature of work	Dates of employment	
		From	To

TRADITIONAL TRACK NURSING PROGRAM APPLICANT CHECKLIST

Please complete the following checklist. All items under the "Application Requirements" heading must be completed prior to the February 1 application deadline or your application will be denied.

APPLICATION REQUIREMENTS: All items must be completed and documented before the application deadline. All courses completed or in progress must be reflected on official transcripts. Please see the Program Application Booklet for details.

YES	NO	
_____	_____	Have you ever attended Century College? If no:
_____	_____	Have you submitted the required Century College Application with the \$20 application fee? (A general college application must be on file before your Nursing application can be processed. This Nursing application is not a substitute for the Century College Application form.)
_____	_____	Have you taken the Accuplacer assessment test for placement in Reading, Writing and Math? All applicants must take the Accuplacer arithmetic and basic algebra levels of the math assessment for placement into Math 1000-Medical Dosages Calculations. (Exemption to the Reading and Writing assessment will be given for a Bachelor Degree completed at a US institution. Coursework equivalent to ENGL 1021 will waive the Writing assessment and a Reading course equivalent to RDNG 1000 will waive the Reading assessment. Courses must be completed with a grade of C or better.)
_____	_____	Will you have completed all developmental coursework indicated by assessments before the application deadline? If NO, please do not submit this application at this time. (Please note: Per our Assessment Department, if developmental courses are taken at another institution, you must retest after course completion and meet minimum requirements.)
_____	_____	Will you have completed the prerequisite <u>general</u> biology or <u>general</u> chemistry course before the application deadline? If NO, please do not submit this application at this time.
_____	_____	Will you have completed a minimum of 10 credits of college-level MnTC credits before the application deadline? If NO, please do not submit this application at this time.
_____	_____	Have you taken the Nursing Pre-Admission Exam (Elsevier A2) (within the past 2 years)? Results must be submitted prior to application deadline.
_____	_____	Have you requested official transcripts from <u>ALL</u> post-secondary institutions attended? Transcripts must be current with grades posted for all terms completed prior to the deadline and must be received in a sealed envelope from the originating institution. Transcripts printed after February 1 will be considered as missing. Missing transcripts will be cause for denial of your application.

GENERAL QUESTIONS (Answering these questions will help to ensure that you receive all possible priority points.)

_____	_____	Have you completed a Nursing Assistant course within the past 3 years? (Required prior to taking NURS 1020) Where: _____ When: _____ Note: if course was taken at an educational institution, you <u>must</u> submit an official transcript. If course was complete at a health-care facility or Red Cross, you <u>must</u> submit a copy of your certification of completion. Results of a proficiency exam or proof of registry do not fulfill this requirement and priority points will not be awarded for selection.
_____	_____	Will you have <u>paid</u> work experience in direct patient care before the February 1 application deadline? (Must have worked within the past 2 years.) A minimum of 480 hours (3 months full-time equivalent) OR A minimum of 960 hours (6 months full-time equivalent) Employer _____ Dates of employment (month and year) from: _____ to: _____ Average hours worked per week : _____ Position title /duties: _____ (Employer verification will be required if admitted to the program.) This information should also be provided in the "employment history" section of this application.

**We strongly recommend that you meet with a counselor to discuss your general education credits.
(This is recommended to ensure you are on track with the liberal arts requirements.)**

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance into the program.

Signature

Date

Nursing applications will not be considered unless signed and dated and must be complete by the deadline date. Documentation received after the deadline will not be considered in the selection process.

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.