PRACTICAL NURSING
Program Information and Selection Process Booklet

FALL 2022/SPRING 2023

NDSCS.edu/Nursing
INTRODUCTION

Dear Practical Nursing Applicant:

Thank you for your interest in our Practical Nursing (AAS) Program at NDSCS-Wahpeton Campus.

The Practical Nursing Program is a selective enrollment program and has specific criteria for selection. Points are awarded for each criterion with applicants being selected according to their total score.

Application deadlines are October 15th (beginning Spring Semester 2022) and April 1st (beginning Fall Semester 2022). The selection committee will notify the applicants of their admission status via email.

Applicants must ensure that all requirements are complete and on file with the Practical Nursing program by the selection deadline(s). Incomplete files will be disqualified from the selection process.

It is highly recommended that applicants contact the Practical Nursing Program to ensure that selection requirements have been received. Call 1-800-342-4325 ext. 32967 or 701-671-2967, or email us at sonja.fenske@ndscs.edu

Review this booklet and if you have any additional questions or concerns, please feel free to contact us.

Jeri Christiansen, MSN, RN
Program Coordinator
NDSCS Practical Nursing Program
PROGRAM SELECTION DETAILS

Please review all sections of this booklet to familiarize yourself with the Practical Nursing selection process. It is the applicant’s responsibility to ensure a complete selection file.

Program Selection Details
Steps for Selection – First Step/Second Step
Essential Functions for Nursing Students
English Language Learner’s (ELL) Placement Requirements
Allied Health Selection Process Assessment
Additional Program Requirements (Accepted Students)
Frequently Asked Questions
Quick Resources
Selection Process Checklist
Required Forms
Additional Program Information

The NDSCS Practical Nursing Program has specific point-based selection criteria required for acceptance into the program. The program has limited enrollment and once program capacity has been reached, an alternate list will be established, also based on points.

Acceptance to the college does not constitute acceptance into the Practical Nursing Program.

A scheduled visit to the college and meeting with a Practical Nursing Program faculty member is encouraged. It is also highly recommended that the applicant checks in with the program to ensure that all selection requirements have been received prior to the deadline date(s). Incomplete files will not be considered for acceptance.

Applicants who apply after the deadline date(s) (NDSCS Application is dated after October 15th or April 1st) can complete the selection process and be placed on a waiting list. Selection could occur if all alternates are accepted and an opening in the program occurs.
STEPS FOR SELECTION

1. Complete the NDSCS admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

<table>
<thead>
<tr>
<th>New Student/Transfer Student</th>
<th>Current Student or Continuing</th>
<th>Returning Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Change of Program</td>
<td>Re-Application</td>
</tr>
</tbody>
</table>

Forms can be found at www.ndscs.edu/apply

High School Transcript (or GED)

The final *official (or in-progress) high school transcript or GED will need to be submitted to the Office of Admission.

College Transcript(s)

College transcripts must be *official and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. Information about transfer of courses can be obtained by emailing ndscs.studentrecords@ndscs.edu or www.ndscs.edu/tes

*Official transcripts are complete records of your educational background and must be sent to the Office of Admission directly from the high school and/or colleges you have attended. Transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from you.

2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.

* See English Language Learners (ELL) Placement Requirements in this booklet.
3. Complete the **Supplemental Program Application** for Practical Nursing-Wahpeton.

<table>
<thead>
<tr>
<th>Supplemental Application</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Supplemental Application is located at <a href="http://www.ndscs.edu/nursing">www.ndscs.edu/nursing</a> click on Program Selection Process and indicate Practical Nursing Program.</td>
<td>Complete after submitting the Application for Admission to NDSCS</td>
</tr>
</tbody>
</table>

4. Submit a high school transcript/GED with a 2.0 GPA or higher. If an applicant fails to meet the high school/college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education courses from the nursing curriculum and achieve a final grade of “C” or higher to apply/begin the program. Submit official transcripts from all colleges attended.

   * See Step 1 for information about High School/College Transcript(s).

Complete and submit the **Self-Reporting Course Completion/Grade Reporting** form to the Practical Nursing Program

<table>
<thead>
<tr>
<th>Self-Reporting Course Completion/Grade Reporting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the form by indicating which courses have been completed, where they were completed and the final grade. *If they are in-progress, indicate IP. If courses are being transferred in as a different Course Prefix/Course Title; access the link available on the form to ensure that the course is accepted as a transfer course. All courses must be passed with a “C” or higher.</td>
<td></td>
</tr>
</tbody>
</table>

   *Form included in this booklet.*

5. Submit official ACT and/or placement testing results to the Office of Admission. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official college transcript with ASC 93 (or higher level of Math) completed.

Higher level math courses would include MATH 102 Intermediate Algebra, MATH 103 College Algebra or MATH 210 Elementary Statistics. Final grade must be a “C” or higher.
6. Complete the selection process assessment examination and meet the program benchmark score of 45 or higher. Exam can be retaken once.

* See Allied Health Selection Process Assessment in this booklet.

7. Review the Essential Functions for Practical Nursing Students (found in Additional Program Information) and submit the Essential Functions Verification form.

If you cannot meet an Essential Function, please schedule an appointment with the Nursing Department Chair prior to continuing the selection process.

*Form included in this booklet.
English proficiency is required for success as a student in the NDSCS Allied Health Programs, and as an employee in the healthcare field.

Applicants that have not completed 4 years of U.S. high school, must take the English language proficiency exams (listed below) and **achieve the benchmark score(s)** to apply to these programs.

MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)
CaMLA (includes Pronunciation Assessment)

### MELAB Benchmark Scores

<table>
<thead>
<tr>
<th>Michigan Score (MELAB)</th>
<th>Writing (Essay) Score</th>
<th>Applicant Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Score (of both) 79 or below</td>
<td></td>
<td>Recommend completion of specific courses (ELL Program of Study) Exams can be retaken once</td>
</tr>
<tr>
<td>Average Score (of both) 80 or higher</td>
<td></td>
<td>Applicant can continue selection process to the program</td>
</tr>
</tbody>
</table>

### CaMLA Scores (Pronunciation Test)

<table>
<thead>
<tr>
<th></th>
<th>Applicant Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or Below</td>
<td>Recommend completion of specific courses (ELL Program of Study) Exam can be retaken once</td>
</tr>
<tr>
<td>15 - Above</td>
<td>Applicant can continue selection process to the program</td>
</tr>
</tbody>
</table>

If the applicant has a GED and was not born in the United States, the MELAB/CaMLA will need to be taken and benchmarks met.

Check with the MELAB contact below to schedule your assessment, either onsite or online.

**To schedule the English language proficiency assessments contact:**

**MELAB:**
Anneli Ryan, Coordinator
Intensive English Language Program
North Dakota State University (NDSU)
anneli.ryan@ndsu.edu

Cost: $7.00

**CaMLA:**
Cindy Lee Deuser
Academic Services Center
North Dakota State College of Science
cindy.deuser@ndscs.edu

Cost: No Charge
Request your test results be sent to: alliedhealthcareers@ndscs.edu

Testing dates are limited for the MELAB (offered once a month), so it is highly recommended to begin this process as early as possible. CaMLA can be scheduled after completing the MELAB. Each exam can be retaken once.

Once both exams have been completed, the applicant will receive their scores.

If the applicant achieves the benchmark scores, the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed for both exams.

If the benchmark scores are not achieved, it is recommended that the applicant complete the ELL Program of Study. Then retest to meet the benchmark scores. If the scores are met, the applicant can re-apply to the next available selection process to the program.

For assistance in registering for the ELL Program of Study, please contact:

Cindy Lee Deuser  
Academic Services Center  
North Dakota State College of Science  
cindy.deuser@ndscs.edu

The TOEFL iBT can also be utilized to fulfill this requirement. **This assessment is not offered at NDSU or NDSCS.**

Minimum Cumulative Score of:  

86 combined

AND Minimum individual Scores of:

- Speaking 26
- Writing 20
- Reading 20
- Listening 20

An official transcript must be submitted to fulfill the ELL requirement. Scores are valid for two years from the test date.

If the applicant achieves the benchmark score(s), the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed per exam. *The MELAB and CaMLA could be taken for the reapplication process if the TOEFL is not available.*

5.15.2019 Developed/Approved  
3.04.2020 Reviewed/Revised/Approved  
04.27.2021 Reviewed/Revised/Approved
The program you are applying to requires a selection process assessment. The assessment currently being utilized is the **Test of Essential Academic Skills (TEAS)** by Assessment Technologies Institute (ATI).

The ATI TEAS is designed specifically to assess a student’s preparedness for entering a health program. The ATI test is comprised of 170 questions set up in multiple choice format with four-option answers. Questions are designed to test the basic academic skills you will need to perform in class in the areas of Reading, Math, Science and English and Language Usage.

<table>
<thead>
<tr>
<th>TEST DETAILS</th>
<th>READING</th>
<th>MATHEMATICS</th>
<th>SCIENCE</th>
<th>ENGLISH AND LANGUAGE USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Questions</td>
<td>53</td>
<td>36</td>
<td>53</td>
<td>28</td>
</tr>
<tr>
<td>Time Limit (Minutes)</td>
<td>64 minutes</td>
<td>54 minutes</td>
<td>64 minutes</td>
<td>28 minutes</td>
</tr>
<tr>
<td>Specific Content Covered</td>
<td>Key ideas &amp; details, craft &amp; structure, integration of knowledge &amp; ideas, pre-test questions</td>
<td>Numbers &amp; algebra, measurement &amp; data, pre-test questions</td>
<td>Human anatomy &amp; physiology, life &amp; physical sciences, scientific reasoning, pre-test questions</td>
<td>Conventions of standard English, knowledge of language, vocabulary acquisition, pre-test questions</td>
</tr>
</tbody>
</table>

For information on preparing for your TEAS, visit [www.atitesting.com](http://www.atitesting.com).

**STEPS FOR SCHEDULING TEAS:**

**Schedule Assessment**

Complete the NDSCS College Application process to an Allied Health program. Testers must have a current NDSCS application on file to schedule a TEAS test at this site. **If you need to take a TEAS for a college selection process other than NDSCS, visit [www.atitesting.com](http://www.atitesting.com) to find a testing site in your area.**
Email:  alliedhealthcareers@ndscs.edu (or the contact specifically listed for your programs selection process) for testing dates/times the test is being offered, and to schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month. If testing accommodations are required, a request must be submitted 4 weeks PRIOR to test date.

Testing Location:   North Dakota State College of Science
Allied Health Center (GAHC)– 213A
800 6th Street North   |   Wahpeton, ND  58076

If you are not able to make your reserved testing date, or need to change dates, please contact the program, using the email above, as soon as possible.

Create an Account

Once you have scheduled your test date, you will receive emailed instructions for creating an account with ATI. Your account will need to be created PRIOR to your testing date. Bring your login and password with you the day of testing.

If you have a previous ATI account established, do not create another one. Bring your user id and password with you the day of testing.

DO NOT order your TEAS Assessment from the ATI website. ONLY create an account.

Day of Testing

Arrive 30 minutes prior to start time. Once testing has begun, late arrivals will not be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee’s signature and permanent address. If the name and photograph does not match, the examinee will not be allowed to test.

Each tester will also sign the testing roster with their legal name and email address.

Test is payable via credit card by the applicant the day of testing. The current cost of the assessment is $65.00 (subject to change-verify with program prior to testing).

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in prior to testing.

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

Food or drinks are not allowed in the testing room.
A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and both pieces of paper must be turned in at the end of testing for the examinee to receive their score.

The exam allows three hours for completion. Results are available immediately after testing.

**Benchmarks**

The benchmark for the TEAS test, for the program you are applying to, is listed on the Program Factsheet and is also listed in this booklet. Benchmarks are not the same for all programs.

*Benchmark means you must meet this score (or above) to apply to the program.*

**TEAS Score**

You will receive your TEAS score immediately after testing and will also receive a paper copy of your results. Staff will review your score, discuss possible retakes and review your selection file with you. If you wish to meet with a program advisor that day, please schedule the appointment prior to your testing day.

**Retakes**

One retake is allowed per selection process (maximum of two TEAS within a calendar year). It is highly recommended scheduling your assessment date well in advance of the application deadline to allow time for a retake, if needed. There is a minimum of two weeks between testing dates for retakes.

**Previous TEAS Results**

If you have already completed a TEAS Assessment and met the benchmark for the program you are applying, you can use the score for this selection process. An official transcript must be ordered and sent to the program via ATI. Go to www.atitesting.com to order an official transcript. *If you completed this assessment at NDSCS for a different selection process, an official transcript does not need to be ordered. Contact the program to have the assessment moved into the current selection process.*

**Version of TEAS Assessment**

The current version of the test is **ATI TEAS Test (Version 6)**. If you have a previous TEAS test and it is not this version, you will need to retake the assessment. Please check with the program.
FREQUENTLY ASKED QUESTIONS

When is the deadline to apply?

October 15th (beginning spring semester) and April 1st (beginning fall semester) for the Wahpeton Campus.

How do I apply to NDSCS and where do I find the Supplemental Application to the Nursing Program?

www.ndscs.edu/become-wildcat/apply

https://www.ndscs.edu/academics/academic-departments-programs/nursing/program-selection-process

How soon will I know if I’ve been selected to begin the program?

Acceptance letters are generally emailed within one to two weeks of the deadline date. It is the applicant’s responsibility to ensure their correct email address is on file with the Practical Nursing Program.

When I receive my notification letter, what do the different status terms mean?

- **Accepted** – File is complete with high overall admission score.
- **Conditional Acceptance** – Missing documentation for admission file. Example would be final college transcript or waiting for final grades to be posted.
- **Alternate** – Means that should an accepted applicant decline their position in the program, an alternate will be accepted in their place.
- **Non-Acceptance** – Not accepted in this selection pool; could be for various reasons, including not meeting admission criteria, incomplete file or low overall admission score.

How many are selected for each class?

30-32 applicants are selected (dependent on clinical site placements).

What is the selection assessment and how do I schedule a date/time?

The assessment to complete for the current selection process is **Test of Essential Academic Skills (TEAS)**. Information about your testing process will be reviewed fall semester.
The exam is administered at the Wahpeton Campus. Check with the program to see what dates/times are available for testing.

Is there a benchmark that must be met for the selection process assessment to apply?

Yes, the benchmark score to apply to the program is 45. The assessment can be retaken once within one calendar year.

Can I study prior to taking the TEAS?

Yes, you can visit the website www.atitesting.com and click on ATI Store for a practice exam. There are also study guides available on the Wahpeton and Fargo NDSCS Campuses (but cannot be checked out); please contact the program for more information. There is also a study preparation course available from ATI called TEAS SmartPrep. For more information, visit www.atitesting.info

If I have already taken the TEAS, can I use that score for my selection process?

Yes, a previous TEAS score may be used if it is a current version. It must be submitted to the program via an official transcript order through the ATI website. Scores submitted by the applicant will not be accepted. Please contact the program if you will be using a completed TEAS for more information.

Who should I contact to make sure my application/selection file is complete?

Office of Admission (for campus application process)
ndscs.admissions@ndscs.edu | 701-671-2521

Practical Nursing Program (for program selection process)
Sonja Fenske | sonja.fenske@ndscs.edu | 701-671-2967

I am not sure which courses will transfer?

Email NDSCS Student Records at ndscs.studentrecords@ndscs.edu, call 701-671-2521; or visit https://www.ndscs.edu/become-wildcat/admission-information/transfer-ndscs/transfer-information-guide or click on www.ndscs.edu/tes to see which credits may transfer to NDSCS.

If I am not admitted, can I re-apply?

Yes, you may re-apply, and your selection process will begin again. Contact the program to have your file rolled over to the next selection process. This can be done by contacting Sonja Fenske at 701-671-2967 or emailing: sonja.fenske@ndscs.edu

*Program selection is both fall and spring semesters at the NDSCS Wahpeton Campus. Selection at the NDSCS-Fargo site only occurs every two to three years, if approved.
If I have further questions, or want to schedule a visit who do I contact?

We encourage questions! Use the contact information listed in the Quick Resources chart on the next page to ensure that the question you have is being answered by the correct contact. We also strongly encourage interested individuals to schedule a visit to our campus. You can see our excellent facilities, talk to program staff and meet with a program faculty member. To schedule a visit, go to www.ndscs.edu/tour or call 701-231-6935.
## QUICK RESOURCES

<table>
<thead>
<tr>
<th>Quick Resources</th>
<th>Website</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to NDSCS</td>
<td><a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a></td>
<td>800-342-4325 ext. 32225 or 701-671-2225</td>
</tr>
<tr>
<td>Schedule a Campus Visit</td>
<td><a href="http://www.ndscs.edu/tour">www.ndscs.edu/tour</a></td>
<td>800-342-4325 ext. 32521 or 701-671-2521</td>
</tr>
<tr>
<td>Transcripts/Transfer Credits</td>
<td><a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a></td>
<td>800-342-4325 ext. 32521 or 701-671-2521</td>
</tr>
<tr>
<td>Transcripts/Transfer Credits</td>
<td><a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:ndscs.fin.aid@ndscs.edu">ndscs.fin.aid@ndscs.edu</a></td>
<td>800-342-4325 ext. 2207 or 701-671-2207</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="http://www.ndscs.edu/paying-for-college">www.ndscs.edu/paying-for-college</a></td>
<td></td>
</tr>
<tr>
<td>Program Selection Process</td>
<td><a href="mailto:sonja.fenske@ndscs.edu">sonja.fenske@ndscs.edu</a></td>
<td>800-342-4325 ext. 32967 or 701-671-2967</td>
</tr>
<tr>
<td>Schedule TEAS Assessment (Testing begins fall semester)</td>
<td><a href="mailto:trese.saar@ndscs.edu">trese.saar@ndscs.edu</a></td>
<td>800-342-4325 ext. 32984 or 701-671-2984</td>
</tr>
<tr>
<td>Information about Program/Career</td>
<td><a href="mailto:jeri.christiansen@ndscs.edu">jeri.christiansen@ndscs.edu</a></td>
<td></td>
</tr>
<tr>
<td>Program Advisement</td>
<td><a href="mailto:jeri.christiansen@ndscs.edu">jeri.christiansen@ndscs.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
APPLICANT CHECKLIST

For Applicant Use Only

Use the checklist below to track your application requirements. Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection. This form does *not* need to be submitted and is for the applicant’s use to track selection requirements.

College Admission Requirements - NDSCS Office of Admission

☐ Submit NDSCS Application for Admission
   Date Submitted __________________  ☐ Received acceptance letter to NDSCS

☐ Submit Official High School Transcript  Date Submitted _______________

☐ Submit Official College Transcript(s)  Date Submitted _______________

☐ Submit Official ACT Scores or
   Complete Placement Testing  Date Completed _______________

Program Selection Requirements – Practical Nursing

☐ Submit Supplemental Application to Program  Date Completed _______________

☐ Submit Self-Reporting Course Completion/Grade Reporting Form
   Date Submitted _______________

☐ Submit Essential Functions Verification  Date Submitted _________________

☐ Schedule Assessment Examination
   Date/Time __________________   Score _________

☐ Schedule ELL Placement Assessments (*if applies*)
   MELAB - Date/Time ________________  Score __________
   CaMLA - Date/Time ________________  Score __________
REQUIRED FORMS

Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions (included in this booklet), with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or need accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

Program Applying to _______________________________________________________

Print Name _______________________________________________________________

Signature _________________________________________________________________

Date _______________________   Email________________________________________

Please verify:

☐ English is my first language   ☐ English is not my first language (refer to ELL Policy)

This form must be signed and submitted to the program to complete the selection process requirements.

Submit the form by emailing alliedhealthcareers@ndscs.edu or faxing 701-671-3403
ADDITIONAL PROGRAM INFORMATION

Please review the following information to familiarize yourself with the Practical Nursing program.

Essential Functions for Practical Nursing Students
Additional Program Requirements for Selected Students
Practical Nursing Program Fact Sheet
Suggested Sequence of Study
ESSENTIAL FUNCTIONS FOR PRACTICAL NURSING STUDENTS

Functional Ability/Activity-Attribute-Task

- **Emotional Stability**
  Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy)
  Provide client with appropriate psycho social support
  Deal with unexpected situations
  Maintain attention on task
  Perform multiple responsibilities concurrently
  Handle strong emotions (e.g. grief, anger)
  Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way
  Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
  Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site
  Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others
  Be willing and able to examine and change his or her behavior when it interferes with productive individual or team relationships

- **Analytical Thinking**
  Gather data
  Transfer knowledge from one situation to another
  Assess and respond to change in patient’s condition
  Integrate information
  Evaluate outcomes (e.g., effectiveness of care)
  Problem solve
  Prioritize nursing care
  Utilize long term memory
  Utilize short term memory
  Organize tasks to completion

  Think critically
  Takes immediate action to meet patient requests or needs
• **Critical Thinking Skill**  
  Identify cause-effect relationships  
  Plan activities for others  
  Synthesize knowledge and skills  
  Complete tasks in a timely manner  
  Model accountability for learning by sharing knowledge and learning from others

• **Interpersonal Skills**  
  Manage conflict between persons  
  Respect differences in clients/families/co-workers  
  Establish and maintain rapport with clients/families/co-worker  
  Treat others with respect  
  Build effective working relationships

• **Communication Skills**  
  Communicate information (e.g., teach patient, family, or groups)  
  Explain procedures  
  Give oral and written reports  
  Interact with others (e.g., effective group participation)  
  Use the telephone – communicate summary of data  
  Advocate for patient  
  Direct activities of others  
  Convey information orally and in writing (e.g., charting, reports, papers)  
  Use computer  
  Employ therapeutic communication techniques  
  Assess and respond to verbal and non-verbal communication

• **Gross Motor Skills**  
  Move within confined space (e.g., around patient bed)  
  Provide standing support to patient  
  Manipulate equipment above shoulders (e.g., IV’s)  
  Reach below waist (e.g., plug(ing))  
  Assist transfer of patient (e.g., bed to chair, bed to bed)  
  Reach across patient bed  
  Maintain patient / client safety at all times

• **Fine Motor Skills**  
  Pick up objects (e.g., syringe)  
  Grasp small objects (e.g., pills)  
  Write  
  Use a computer
Pinch/pick or otherwise work with fingers (e.g., syringe, gloving and small equipment)
Turn knobs with hands on door or equipment
Squeeze (e.g., eye dropper, IV tubing)
Put on caps, gown, gloves, and mask
Apply pressure (e.g., wounds)

- **Physical Endurance**
  Sustain repetitive movements (e.g., CPR, ambu bagging)
  Work entire day

- **Physical Strength**
  Push and pull 25 pounds (e.g., position clients, CPR, apply pressure to wound)
  Support 25 pounds of weight (e.g., ambulate client)
  Lift 25 pounds (e.g., transfer client)
  Move light objects up to 10 pounds
  Move heavy objects weighing from 10 to 45 pounds
  Defend self against combative client, restrain a client
  Carry equipment/supplies
  Use upper body strength (CPR)
  Squeeze (e.g., fire extinguisher)

- **Mobility**
  Rotate body to attend to patient and equipment simultaneously
  Move quickly to respond to emergencies/patient needs
  Transfer patient (e.g., chair to commode, clinical sites such as hospital or client’s homes)

- **Hearing**
  Hear normal speaking level sounds (e.g., to communicate with client)
  Hear faint voices (e.g., elderly, oxygen deprived)
  Hear faint body sounds (e.g., blood pressure, heart and lung sounds)
  Hear in situations not able to see lips (when using masks)
  Respond to alarms (high/low frequency)

- **Visual**
  Visualize objects up to 20 inches away
  Visualize objects up to 20 feet away
  Visualize objects more than 20 feet away
  Use depth perception (e.g., injections, access height or depth of wound)
  Use peripheral vision
Distinguish color (e.g., patient secretions, and color-coded records)
Distinguish color intensity (e.g., blue complexion, redness of blood)
Respond to alarms

- **Tactile**
  Feel vibrations (e.g., pulses, nerve responses, tremor)
  Detect temperature of room, skin
  Feel differences in surface characteristics (e.g., skin texture)
  Feel differences in sizes, shapes (e.g. palpate vein, perform assessment)

- **Smell**
  Detect odors from patient
  Detect smoke
  Detect gases or noxious smells

- **Reading**
  Read and understand written documents (i.e., patient charts, professional literature)
  Use anatomical design/diagrams correctly
  Display mathematic competence
  Read and understand columns of writing (e.g., flow charts)
  Read digital displays
  Read graphic printouts (e.g., vital signs, numbers, EKG strips, fetal monitor strips)
  Read analog and digital clock
  Convert numbers to/from metric

**Motor Functions**
Measure time (e.g., duration)
Count rates (e.g., pulse)
Use measuring tools (e.g., thermometer)
Read Measurement marks (e.g., scales)
Add, subtract, multiply, divide
Computer fractions and medication dosages, IV rates, etc.
Use a calculator
Write numbers in records
Maintain client/patient records
PROGRAM REQUIREMENTS - IMMUNIZATIONS/VERIFICATIONS

Documentation (compliance check) of the following immunizations/verifications will be required. Students will not be allowed to participate in clinicals unless all requirements have been met. Immunizations, exams and certifications are at the students’ expense. Students accepted into the program will receive more information on how to create and pay for an account in the clearing house utilized by the program and how to upload the requirements prior to the program specific deadline date. DO NOT submit these requirements directly to the program.

<table>
<thead>
<tr>
<th>Health Record Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. documented evidence of two Measles, Mumps, Rubella vaccination or Rubella positive titer.</td>
</tr>
<tr>
<td>b. documentation of three Hepatitis B immunizations, positive titer or a waiver.</td>
</tr>
<tr>
<td>c. documentation of two Varicella (Chicken Pox) vaccinations or proof of a positive titer.</td>
</tr>
<tr>
<td>d. documentation of Tdap (Tetanus, Diphtheria &amp; Pertussis) vaccination within the last ten years.</td>
</tr>
<tr>
<td>e. documentation of a negative two-step TB Skin Test (Mantoux), QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year. This requirement will be a yearly renewal.</td>
</tr>
<tr>
<td>f. *documentation of a flu shot administered during the current flu season. **This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certification – American Heart Association BLS Provider or BLS for Healthcare Provider American Red Cross ONLY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Background Check/Fingerprinting/Drug Screen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check, Minnesota Background Check</td>
</tr>
<tr>
<td>Fingerprinting</td>
</tr>
<tr>
<td>Drug screen</td>
</tr>
<tr>
<td>Additional checks may be required (dependent on clinical site requirements)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit documentation of current Health Insurance.</td>
</tr>
</tbody>
</table>

Students must stay current with the above requirements while in the program. Additional immunizations (including COVID-19), background checks, drug screening, etc. may be required by clinical sites.
Practical Nursing – AAS

Contact Information
Jeri Christiansen, PN program coordinator
jeri.christiansen@ndscs.edu
701-671-2640
Mayme Green Allied Health Center 213M

Delivery Methods
Face-to-Face: Wahpeton
Face-to-Face: **Fargo Combination

This two-year program is available to all high school graduates or transfer students who are interested in pursuing a career in nursing. The curriculum is five semesters and awards an Associate in Applied Science degree in Practical Nursing. The graduate has an excellent opportunity for immediate entry into the profession and/or transfer to an associate or bachelor’s program for nursing. All general education courses are transferable within the NDUS system. Application deadlines are April 1 (starting fall semester) and October 15 (starting spring semester). Practical nurses have excellent job opportunities, which include employment in hospitals, long-term care facilities, clinics, home health, hospice, schools, and industry.

The first two semesters of the program consist of classroom, laboratory, and clinical instruction at the college and local long-term care facilities. The final three semesters of the program include clinical affiliations in adult, maternal-child, psychiatric, long-term care, home health, and clinic nursing. Interactive Video Network (IVN) classroom course work is utilized in Wahpeton or Fargo. Tutoring is available at the Academic Services Center (ASC) for many general education and some nursing courses.

Criminal background checks will be required. A previous conviction may affect clinical rotations and a state board of nursing could deny an application for licensure as a Practical Nurse. If arrested, charged and/or convicted of any felony, the applicant is required to meet with the department chair. A federal criminal history background check will also be required to test for the NCLEX-PN.

The NDSCS Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, and has full approval from the North Dakota Board of Nursing, 919 South 7th Street, Suite 504, Bismarck, ND 58504, 701-328-9777.

This program requires access to a personal laptop and printer, capable of completing the assignments/testing required by the program, with a current operating system and webcam/microphone. Tablets and Chromebooks are not compatible with online classes/testing.

Admission/Selection Requirements*

Applicants will be admitted to the program following a selection process which needs to be completed prior to the deadline date(s) of October 15 or April 1. Applicants that apply after the deadline(s) can complete the selection requirements and be placed on a waiting list. If openings become available, they may be selected, based on points, until the first day of class.

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at www.ndscs.edu/admissions for details.
2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for the Practical Nursing Program.
4. Submit a high school transcript /GED with a 2.0 GPA or higher. If an applicant fails to meet the high school /college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education credits from the nursing curriculum and achieve a "C" or higher to apply to the program.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official transcript with ASC 93 completed with a “C” or higher.
6. Complete a program selection assessment examination and meet the program benchmark composite score of 45. Exam can be retaken once.
7. Review Essential Functions for Practical Nursing Students and submit the Essential Functions Verification form.

Criteria for Selection

A point system is utilized based on the following criteria: High School GPA or GED, assessment scores, most current college GPA (12 credits or more), grades in college level BIO 220/220L, 221/221L and MICR 202/202L.

It is highly recommended the applicant contact the program periodically during the selection process to assure file completion. Incomplete files will not be considered for selection.

Selection process details contact information and forms are in the Practical Nursing-AAS Program Information and Selection Process Booklet available at www.ndscs.edu/nursing (click on Program Selection Process) or contact the program at alliedhealthcareers@ndscs.edu.

Program Selection Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information

For accepted students, specific immunizations, background checks, CPR certification (American Heart Associate BLS Provider OR American Red Cross BLS for Healthcare Provider ONLY) are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements will be at the students’ expense.

Award

Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Practical Nursing and be eligible for the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Revised May 2021
### Suggested Sequence of Study (Standard)

(Students fully admitted into the program)

### Developmental Credits Needed:

<table>
<thead>
<tr>
<th>Subject/Catalog Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220 Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220L Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>NURS 101 Introduction to Nursing</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 250 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 210 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101 Science of Success</td>
<td>1</td>
</tr>
</tbody>
</table>

Placement in Mathematics, Writing and English depends on placement from exam results.

If you are planning to transfer, please note: ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>NURS 101</td>
<td>Introduction to Nursing</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
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</table>

**Total Credits:** 16

#### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 211</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 211L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MICR 202</td>
<td>Introductory Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MICR 202L</td>
<td>Introductory Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>NURS 102</td>
<td>Introduction to Adult Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PHRM 205</td>
<td>Pharmacology For Nursing</td>
<td>3</td>
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</table>

**Total Credits:** 17

#### SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 231</td>
<td>Psychiatric Mental Health Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits:** 2

#### THIRD SEMESTER

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 240</td>
<td>Principles Of Nutrition (and Diet Therapy)</td>
<td>3</td>
</tr>
<tr>
<td>NURS 232</td>
<td>Adult Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 233</td>
<td>Adult Nursing Clinical</td>
<td>5</td>
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</table>

**Total Credits:** 16

#### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction To Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 245</td>
<td>Maternal Child Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 246</td>
<td>Maternal Child Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NURS 250</td>
<td>Leadership In The Long-Term Care Setting</td>
<td>2</td>
</tr>
<tr>
<td>NURS 251</td>
<td>NCLEX-PN Review</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

**TOTAL REQUIRED CREDITS FOR DEGREE:** 66
# Practical Nursing

**Associate in Applied Science**

**2021-2022 Academic Year**

## Developmental Credits Needed:

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>ASC 82 Effective Reading</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ASC 84 Critical Reading</td>
<td>2</td>
<td>Second 8-weeks</td>
</tr>
<tr>
<td>Writing</td>
<td>ASC 86 College Writing Prep I</td>
<td>2</td>
<td>First 8-weeks</td>
</tr>
<tr>
<td></td>
<td>ASC 87 College Writing Prep II</td>
<td>2</td>
<td>Second 8-weeks</td>
</tr>
<tr>
<td>Math</td>
<td>PSYC 250 Developmental Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FYE 101 Science of Success</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math Prep course</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 14

---

## FIRST SEMESTER

### Suggested Sequence of Study (Pre)

- Placement in Mathematics, Writing and English depends on placement from exam results.
- If you are planning to transfer, please note: ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

### Comments:
- (Students not fully admitted into the program - needing to meet additional requirements)

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC 82</td>
<td>Effective Reading</td>
<td>2</td>
</tr>
<tr>
<td>ASC 84</td>
<td>Critical Reading</td>
<td>2</td>
</tr>
<tr>
<td>ASC 86</td>
<td>College Writing Prep I</td>
<td>2</td>
</tr>
<tr>
<td>ASC 87</td>
<td>College Writing Prep II</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>Math Prep course</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits:** 14

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## SECOND SEMESTER

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>ASC 88</td>
<td>Composition Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Math Prep course</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits:** 13

---

## THIRD SEMESTER

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 221</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 221L</td>
<td>Anatomy &amp; Physiology II Lab</td>
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</tr>
<tr>
<td>NURS 101</td>
<td>Introduction to Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUTR 240</td>
<td>Principles Of Nutrition (and Diet Therapy)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 12

---

## FOURTH SEMESTER

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICR 202</td>
<td>Introductory Microbiology</td>
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</tr>
<tr>
<td>MICR 202L</td>
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</tr>
<tr>
<td>NURS 102</td>
<td>Introduction to Adult Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PHRM 205</td>
<td>Pharmacology For Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 13

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## FIFTH Semester

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 232</td>
<td>Adult Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 233</td>
<td>Adult Nursing Clinical</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 120</td>
<td>College Composition II</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 13

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## SIXTH SEMESTER (SUMMER) - (after NURS 102 or NURS 233)

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 231</td>
<td>Psychiatric Mental Health Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits:** 2

---

## SEVENTH SEMESTER

### Comments:
- First 8-weeks
- Second 8-weeks

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 110</td>
<td>Introduction To Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 245</td>
<td>Maternal Child Nursing</td>
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<tr>
<td>NURS 246</td>
<td>Maternal Child Nursing Clinical</td>
<td>2</td>
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<tr>
<td>NURS 250</td>
<td>Leadership In The Long-Term Care Setting</td>
<td>2</td>
</tr>
<tr>
<td>NURS 251</td>
<td>NCLEX-PN Review</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits:** 12

---

**Total Required Credits for Degree:** 79

**Developmental courses (ASC) are in addition to total required credits for degree**

D.S. - April 2021
NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
  - Practical Nursing (AAS)
  - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant
- Emergency Medical Services (EMS)
- Emergency Medical Technician (EMT)
- Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
  - Nursing
  - Pharmacy
  - Social Work

NDSCS
ALLIED HEALTH CAREERS

NORTH DAKOTA STATE COLLEGE OF SCIENCE
WAHPETON | FARGO | ONLINE

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