REGISTERED NURSING-AAS
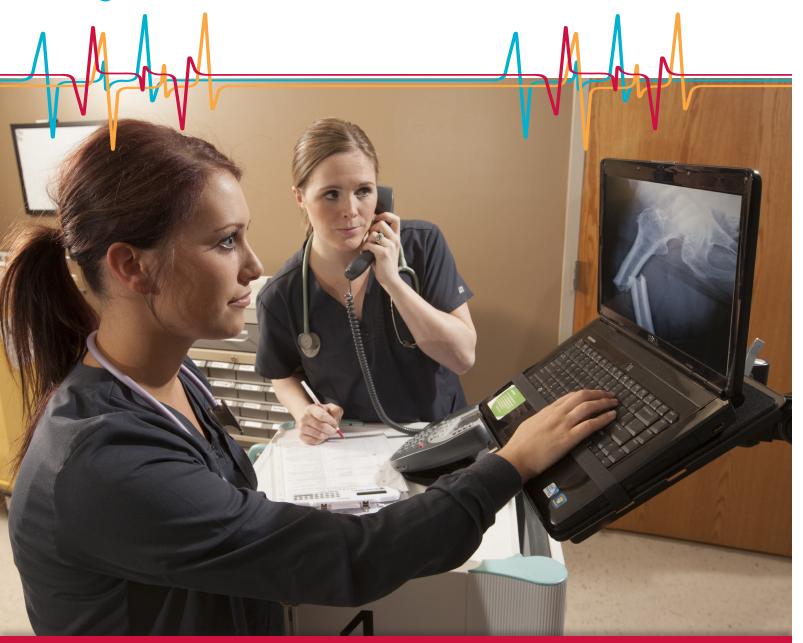
Associate in Applied Science in Nursing - Two Year RN

Program Information and Selection Process Booklet

Class of Fall 2020

» NDSCS.edu/Nursing

NDSCS

Registered Nursing - AAS

▶ **Contact Information**
RN program coordinator
alliedhealthcareers@ndscs.edu
701-671-2984 or 2981
Mayme Green Allied Health Center 213Q

▶ **Delivery Methods**
Face to Face: Wahpeton
Online: Some Classes

This **two-year** program is available for individuals who wish to pursue a career in nursing and become a Registered Nurse (RN). The graduate will have an excellent opportunity for immediate employment and/or transfer to a baccalaureate program in nursing.

The course sequence for the program begins fall semester and is sequenced to include general education and nursing program courses over four semesters, concluding with the national examination (NCLEX-RN) to receive licensing as a Registered Nurse (RN).

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 Registered Nurse. If arrested, charged and/or convicted of any felony, the applicant is required to meet with the department chair and/or RN program coordinator. A federal criminal history background check will also be required to test for the NCLEX-RN.

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

This program requires access to a personal computer capable of completing the assignments required by the nursing program (Windows 10 Operating System or newer).

Equal opportunity policy
The NDSCS Department of Nursing adheres to the NDSCS Equal Opportunity Policy as stated in the *NDSCS Catalog* (www.ndscs.edu)

Course Code	Course Title	Credits
NURS 114	Role Development	1
NURS 115	Essentials for Registered Nursing I	4
NURS 116	Essentials for Registered Nursing I Clinical	1
NURS 117	Mental Health Nursing/Clinical	3
NURS 118	Essential for Registered Nursing II	4
NURS 119	Essentials for Registered Nursing II Clinical	2
NURS 201	Complex Nursing Care Concepts I	4
NURS 202	Complex Nursing Care Concepts I Clinical	3
NURS 203	Preventative Community Health	2
NURS 204	Maternal Child	4
NURS 205	Complex Nursing Care Concepts II	3
NURS 206	Complex Nursing Care Concepts II Clinical	3
NURS 207	Leadership/Preceptorship	3
NURS 208	Transition to Practice	1
PHRM 210	Pharmacology for Registered Nursing	3

Related/General Education Courses

Course Code	Course Title	Credits
BIOL 220	Anatomy and Physiology I	3
BIOL 220L	Anatomy and Physiology I Lab	1
BIOL 221	Anatomy and Physiology II	3
BIOL 221L	Anatomy and Physiology II Lab	1
CSCI 116/ HUM/HIST Elective		3
ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
FYE 101	Science of Success	1
MICR 202	Introductory Microbiology	3
MICR 202L	Introductory Microbiology Lab	1
NUTR 240	Principles of Nutrition (and Diet Therapy)	3
PSYC 250	Developmental Psychology	3

Total Required Program Credits   69

Admission Requirements*
Applicants will be admitted to the program following a point-based selection process. The following requirements must be met by *April 1st*. Alternates will also be selected. Applicants that apply after the deadline can complete the admission requirements and be placed on a waiting list. If openings become available the applicant may be selected, based on points, until August 1st.

1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
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 Registered Nursing-AAS Program.
4. Submit high school transcript/GED and all college transcripts. Cumulative GPA of 2.25 is required. If college credits total 12 or more; college GPA will be utilized otherwise, the high school GPA will be utilized.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ENGL 110 and MATH 103 the first semester of the program OR submit an official transcript with ENGL 110 and MATH 103 completed with a "C" or higher.
6. Complete a program admission assessment examination and meet the program benchmark composite score of **55**. Exam can be retaken once.
7. Be a Certified Nursing Assistant (CNA) and submit a copy of the certificate. If an applicant is in process (as of April 1); they may continue the selection process and be placed on the alternate list (based on points). Once the CNA is complete, and if an opening occurs, they may be accepted up to August 1st.
8. Review Essential Functions for Registered Nursing Students and submit the Essential Functions Verification form.

Criteria for Selection
The point-based selection process will be determined by meeting all admission requirements, assessment score, *select* completed college level general education courses within the program plan (BIOL 2201/220L and BIOL 221/221L), overall GPA (high school or GED/college) and CNA certificate. Selection order will be based on the highest total points achieved. It is highly recommended that the applicant check with the RN program to ensure all admission requirements have been received before the application deadline.

***Selection process details contact information and forms are in the Registered 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 Admission 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 Association BLS Provider OR American Red Cross Professional Rescuer for Healthcare Provider ONLY) and health insurance 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 (RN) degree; and be eligible for the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

Revised: April 2019

Dear AAS Registered Nursing Applicant:

Thank you for your interest in our 2-year AAS Registered Nursing Program at the NDSCS Wahpeton Campus!

This 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**. This process is ongoing until the deadline of *April 1, 2020*. The selection committee will then notify the applicant of their admission status for the *Fall 2020* program. Alternates may be selected, based on points, if openings become available until August 1st.

*Summarized below is the **criterion** for selection to the program.*

1. Complete the NDSCS Application for Admission if the applicant has not previously attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.
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 Registered Nursing-AAS Program.
4. Submit high school/GED and all college transcripts. A minimum cumulative GPA of 2.25 is required for both.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ENGL 110 and MATH 103 the first semester of the program OR submit an official transcript with ENGL 110 and MATH 103 completed with a "C" or higher.
6. Complete the admission assessment examination and meet the program benchmark composite score of **55**. The exam can be retaken once.
7. Be a Certified Nursing Assistant (CNA) and submit a copy of the certificate. If an applicant is in process (as of April 1); they may continue the selection process and be placed on the alternate list (based on points). Once the CNA is complete, and if an opening occurs, they may be accepted up to August 1st.
8. Review Essential Functions for Registered Nursing Students and submit the Essential Functions Verification form.

Applicants with English as a second language will be required to complete an English language proficiency exam and meet the benchmark score. Contact the program to schedule the assessment exam if this applies.

Applicants must ensure that all requirements outlined above are complete and on file with the RN Program by the April 1st deadline. After that date, incomplete files will be disqualified from the selection process. Applicants who underline apply after the April 1st deadline *(NDSCS Application is dated after April 1st)*, can complete the selection process and be placed on a waiting list. A late applicant will not be part of the first round of selection. Selection could occur, if all alternates have been selected, based on points, up to August 1st.

It is highly recommended that applicant contacts the Registered Nursing Program to ensure that all requirements have been received. To schedule testing, submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32984 or 32981, or email us at alliedhealthcareers@ndscs.edu If you have any other questions or concerns, please contact us.

Selection Process Checklist

The Registered Nursing (RN) Program is a selective enrollment curriculum and applicants are required to submit, in addition to application to the college, specific program requirements by the selection deadline of *April 1st*.

Program Admission Requirements are subject to revision. Please check with the program for current information.

Overview

Applicants will be admitted to the program following a point-based selection process. The following criteria must be met by *April 1st* to be considered for selection to the program. Alternates may be selected, based on points, if openings become available until August 1st.

Steps for Selection

☐ **1. Complete the NDSCS Application for Admission if the applicant has not attended NDSCS or complete a re-application if the applicant has previously attended or is a past graduate of NDSCS.**

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at www.ndscs.edu/admissions/applications		

☐ **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.** *Detailed information about this process is in the back of this booklet*

☐ **3. Complete the Supplemental Program Application for the Registered Nursing-AAS Program.**

Supplemental Application	Format
The Supplemental Application is located at www.ndscs.edu/nursing ; click on Program Selection Process. Indicate that you are applying to the RN-AAS program.	Complete after submitting the Application for Admission to NDSCS

☐ **4. Submit high school and college transcripts.**

Information About Transcripts can be found at www.ndscs.edu/applications

High School Transcript
The final *official high school transcript will need to be submitted to Enrollment Services (NDSCS requirement) prior to registering for classes.

College Transcript(s)
College transcripts must be *official and submitted to the NDSCS Admissions and Records Office. If the applicant is currently completing courses, an in-progress academic record may be submitted for the application process, but an official transcript must be submitted after semester completion.

Once all transcripts have been received; the applicant should request a transcript review by Enrollment Services to determine which courses transfer and which courses still need to be completed. *A minimum cumulative GPA of 2.25 is required.*

Specific completed ("C" or higher) college level general education courses within the program plan can earn admission points. Specific courses include BIOL 220/220L and BIOL 221/22lL.

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*Official transcripts are complete records of your educational background and must be sent to Enrollment Services directly from the high school and/or college's 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 the applicant.

Complete and submit the Self-Reporting Course Completion/Grade Reporting form to the RN program.

Self-Reporting Course Completion/Grade Reporting
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.

☐ **5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll into ENGL 110 and MATH 103 the first semester of the program OR submit an official transcript with ENGL 110 and MATH 103 completed with a "C" or higher.**

ACT Score
ACT or SAT scores are required for all applicants under age 25 (with some exceptions). If the benchmark ACT score is not met for the application process, the applicant can complete the placement test. Applicants who have completed ENGL 110 and MATH 103 with a "C" or higher are exempt from placement testing.

Placement Testing
Applicants age 25 and over (with no ACT) will complete the placement test. Applicants who have completed ENGL 110 and MATH 103 with a "C" or higher are exempt from placement testing. For information about placement testing, call 701-671-2256.

Applicants with English as a second language will be required to complete an English language exam and meet the benchmark score. More information about this process is in this booklet or contact the program for more information.

☐ **6. Complete admission assessment examinations and meet the program benchmark. The program reserves the right to change the assessments required for the selection process.**

Test of Essential Academic Skills (TEAS)	Benchmark Score to Apply
The TEAS was developed to measure basic essential skills in the academic content domains of Reading, Mathematics, Science and English and Language usage. These entry level skills are important for success in the Registered Nursing Program. The TEAS is a 150 question, multi-choice assessment and the allotted testing time is 209 minutes. One retake is allowed per selection process.	**55** (Adjusted Individual Total Score)

For more information about both assessments, visit www.atitesting.com The cost of the test is **$65.00** payable via credit card the day of testing.	
For information about the current selection process and testing dates, contact: trese.saar@ndscs.edu or 701-671-2984.	Testing begins after **August 1st**

☐ **7. Be a Certified Nursing Assistant (CNA).**

Certified Nursing Assistant Certification
Submit a copy of your certificate indicating completion a Certified Nursing Assistant (CNA) course. This course must be completed prior to the selection deadline. Applicants in process at the time of deadline can submit their proof of certification when completed and be placed on the waiting list.

☐ **8. Review the Essential Functions for Registered Nursing Students (below) to assure your ability to perform as a Registered Nursing student and complete the Essential Functions Verification form. If you cannot meet an essential function, with or without accommodations, please schedule an appointment with the Department of Nursing Chair before completing the application process by calling 701-671-2968 or emailing barbara.diederick@ndscs.edu**

Essential Functions for Registered Nursing Students

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 nursing 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 client 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 client, 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 client
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 spaces (e.g. around patient bed)
Provide standing support to patient
Manipulate equipment above shoulders (e.g. IVs)
Reach below waist (e.g. plug(ins)
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, 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. to a wound)

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

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 home

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, assess 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 client
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 arithmetic 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)
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
Compute fractions and medication dosages, IV rates, etc.
Use a calculator
Write numbers in records
Maintain client /patient records

Additional Requirements
(Upon Acceptance)

Applicants that are **selected** to the class must have documentation of the following immunizations/ certifications by **September 1st** *(**unless specified)*. Students will receive more detailed information what documentation is acceptable, and how to upload these documents into the clearing house utilized by the program prior to classes starting fall semester. All requirements are at the students' expense.

Health Record Requirements:

a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer.
b. documentation of three Hepatitis B immunizations, positive titer or a waiver.
c. documentation of Varicella (Chicken Pox) vaccinations or documented of positive titer.
d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years.
e. documentation of a two-step TB Skin Test (Mantoux) or QuantiFERON Gold blood test. 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.
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.*

Certifications:

CPR Certification – American Health Association BLS Provider or American Red Cross CPR/AED Professional Rescuer course **ONLY.**

Background Checks/Fingerprinting:

Minnesota State Background Check (finger printing required)
Federal Background Check (finger printing may be required)

Drug Screening:

A 13-panel drug screen <u>may be </u>required dependent on specific clinical site requirements.

Health Insurance:

Students must submit a copy of their current health insurance card to prove insurance coverage.

It is highly recommended that accepted students begin the process of meeting the immunization/ certification requirements prior to the beginning of fall semester to assure they are met before the **September 1st** deadline for the start of clinicals. More information about this process will be given at the orientation to the program meeting that will be scheduled for the selected students.

Attendance at clinicals will not be allow if any requirements are incomplete or rejected. All requirements are at the student's expense.

Registered Nursing (AAS) Program

Frequently Asked Questions

When is the deadline to apply?

April 1ˢᵗ. Applicants that apply after the deadline can complete the admission requirements and be placed on the waiting list. If openings become available they may be selected, based on a point system, until the first day of class.

How do I apply?

Go to**:** www.ndscs.edu/apply

Complete the NDSCS Admission Procedures if you have not attended NDSCS or complete a re-application form if you have previously attended or are a past graduate of NDSCS, and all NDSCS admission requirements.

Once you have completed the NDSCS Application for Admission, complete the Supplemental Program Application for the Registered Nursing Program located at www.ndscs.edu/nursing and click on Program Selection Process.

A visit to campus and the program is highly recommended. If you are making an appointment to visit with an instructor in the Registered Nursing program during your visit, please bring a printed copy of your unofficial transcripts (high school/college) and testing results (ACT and/or placement testing) and TEAS results (if completed).

What determines the selection requirements?

The selection process is based on a point system which includes score(s) on admission exam and completing the program requirements. Selection process details are listed in the College Catalog and/or the Program Information and Selection Process Booklet available at www.ndscs.edu/academics/things-to-know-academics/academic-clusters-departments/nursing/program-information/

How soon will I know if I've been accepted to the program?

Acceptance letters are generally *emailed* within two weeks of the program selection deadline date. It is the applicant's responsibility to ensure that their correct email address is on file with the Registered Nursing Program. If you have not heard back from the program within the above timeline; please contact us.

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

Accepted –   File is complete with high overall admission score.
Alternate –   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 often do you start a class and how long does the program take to complete?

The RN program starts once a year, with classes beginning fall semester (August). The program length is four semesters and located at the Wahpeton Campus.

How many are admitted to each class?

We anticipate selecting 30 applicants.

What is the admission exam and how do I schedule a date/time?

The required admission exam is the **Test of Essential Academic Skills (TEAS).** This exam can help identify a student's potential success in program completion of a health career curriculum. The TEAS is a multiple-choice assessment measuring basic academic preparedness in reading, math, science, English and language usage for entry level skills. An Adjusted Individual Total Score of **55** is needed to apply.

You may schedule your exam by calling **701-671-2984** or emailing alliedhealthcareers@ndscs.edu   The current cost of the exam to students is **$65.00** payable by credit card the day of testing. One retake is allowed. The highest score will be utilized. Testing early is highly recommended to leave time for retesting, if needed.

Are there study materials I can use before taking the TEAS exam?

Yes, you can visit the website www.atitesting.com and click on ATI Store for a practice exam and study materials. There is also a study guide available on the Wahpeton Campus (on reserve at the Mildred Johnson Library) and the NDSCS Fargo location (check with front desk). The book can be reviewed at these two locations but cannot be checked out. There is also a study preparation course available from ATI called TEAS SmartPrep. For more information, visit www.atitesting.info

Can I retake the TEAS exam?

Yes. The TEAS may be repeated once without penalty to admission points. All testing must be completed by the selection deadline. The fee for the repeat exam is payable by the applicant. Applicants are encouraged to make an appointment with the RN Program Coordinator for advisement at the time of testing to review your scores.

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

A previous TEAS score may be utilized. The test score will need to be from the TEAS version the program is currently using for the admission testing process. The results must submitted to the program via an official transcript ordered through the ATI website at www.atitesting.info . Scores submitted directly from the applicant will not be accepted. If you have any questions, please contact the program.

How much will it cost to complete the Registered Nursing program at NDSCS?

Visit the website at www.ndscs.edu/paying-for-college for current tuition/fees information. There is also information pertaining to scholarships, grants and loans.

Can I take general education courses while waiting to see if I am selected into the program?

Yes, you can enroll in general education courses prior to acceptance into the program. Please be advised that you will need a 12-credit course load every semester to qualify for full-time financial aid and at least seven credits for part-time (check with your funding source or Financial Aid office for variations dependent on funding source). Please consult with an academic advisor or master scheduler prior to registering for courses. College level BIOL 220/220L and BIOL 221/221L, completed with "C" or higher, can earn admission points for selection into the program.

Can I take classes at the NDSCS-Fargo location?

Yes, you can take general education courses at NDSCS Fargo location, but the Registered Nursing courses will only be offered at the NDSCS-Wahpeton Campus.

Do I need to take a Math course?

A math course is not required in the curriculum, but because of the content of the nursing courses, you will need to be proficient in college math skills, which is Math 103 or higher. It is highly recommended that RN students complete a math course.

I am not sure if some courses will transfer. Who do I talk to?

Email enrollment records at ndscs.studentrecords@ndscs.edu or call 701-671-2521; or visit the Transfer Equivalency Site at www.ndscs.edu/tes

If I am not admitted can I reapply?

Yes, you may reapply, and your selection process will begin again. You will be advised if your exam meets the current benchmark for application to the program. You will also need to contact the program to have your file rolled over to the next selection process.

If I have further questions, or want to schedule a visit who do I contact?

We encourage questions! We 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 800-342-4325 extension 3-2521 or 701-671-2521.

Quick Resources		
Application to NDSCS	**Email: ndscs.admissions@ndscs.edu** **Website: www.ndscs.edu/apply**	**800-342-4325 ext. 32225** **or 701-671-2225**
Schedule a Campus Visit	**Email: ndscs.admissions@ndscs.edu** **Website: www.ndscs.edu/tour**	**800-342-4325 ext. 32521** **or 701-671-2521**
Transcripts/Transfer Credits	**Email: ndscs.studentrecords@ndscs.edu** **Website: www.ndscs.edu/tes**	**800-342-4325 ext. 32521** **701-671-2521**
Financial Aid	**Email: ndscs.fin.aid@ndscs.edu** **Website: www.ndscs.edu/paying-for-college/**	**800-342-4325 ext. 2207** **701-671-2207**
Program Selection Process	**Email: alliedhealthcareers@ndscs.edu** **Website: www.ndscs.edu/nursing**	**800-342-4325 ext. 32984** **701-671-2984**
Schedule TEAS Assessment	**Email: trese.saar@ndscs.edu**	**800-342-4325 ext. 32984** **701-671-2984**
Program Advisement	**Email: alliedhealthcareers@ndscs.edu**	**800-342-4325 ext. 32969** **701-671-2969**

Allied Health Applicant English Language Learners (ELL) Placement

English proficiency is required for success as a student in an NDSCS Allied Health Program, and also 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 exam(s) (listed below) and **achieve the benchmark score(s)** to apply to this program.

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

If applicant achieves the benchmark score (in all categories), the selection process to the program can continue. If the benchmark is not achieved (in any category), the applicant cannot continue the selection process.   It is then recommended that the applicant complete the ELL Program of Study and retest to meet the benchmark scores. If the scores are met, the applicant can apply for the next available selection process to the program.

To schedule the English language proficiency exam (MELAB and CaMLA) contact:

Carol Bishop, Coordinator
Intensive English Language Program
North Dakota State University, Fargo, ND
701-231-8850
carol.bishop@ndsu.edu

Cost: $7.00

Request test results be sent to: alliedhealthcareers@ndscs.edu

MELAB Benchmark Scores		
Michigan Score	**Writing Score**	**Placement**
Below 80	Below 85	Recommend completion of ELL Program of Study and retest to continue selection process
80+	85+	Applicant can continue selection process to Allied Health Program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses and retest to meet benchmark score to proceed with selection process
15 or Above		Applicant can continue selection process to Allied Health Program (co-requisite courses may be recommended dependent on score)

NDSCS

REGISTERED NURSING – AAS

Applicant Checklist

Applicant _____

Use the checklist below to track your application requirements and the date you submitted them to assure file completion by the deadline date of *April 1ˢᵗ*. Always check with the program to assure receipt of each item as incomplete files will NOT be considered for selection.

This form is for the applicants use only and does not need to be submitted as part of the selection process.

Application Requirement	Date Submitted
*Complete Application for Admission Process	
* Complete the Supplemental Application to Nursing	
* Official and/or In-Progress High School Transcript	
*Official and/or In-Progress College Transcript(s)	
** Complete TEAS Testing	
**Essential Functions Verification Form	
** ESL (English as Second Language) test results (if applies)	
** Certified Nursing Assistant (CNA) Certification	
** Self Reporting Course Completion/Grade Reporting form	

* Submit to NDSCS Enrollment Services Office
** Submit to NDSCS Registered Nursing Program

*NDSCS Enrollment Services Office
800 6ᵗʰ Street North | Wahpeton, ND   58076
ndscs.admissions@ndscs.edu
701-671-2521 | fax 701-671-2201

**NDSCS Registered Nursing Program
800 6ᵗʰ Street North | Allied Health Center | Wahpeton, ND 58076
trese.saar@ndscs.edu
701-671-2984 | fax 701-671-3415

Scheduling and Taking Your Assessment Examination (RN-AAS)

The program you are applying to requires an admission assessment examination. The assessment utilized in this selection process is the Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute (ATI). *Proctoring for this assessment is offered to applicants applying to NDSCS <u>ONLY</u>.*

☐   **Schedule Assessment**

> Email: <u>trese.saar@ndscs.edu</u> for testing dates/times and to schedule a testing date PRIOR to the selection deadline for the program you are applying to.
>
> Testing Location: North Dakota State College of Science
>   Allied Health Center (GAHC)– 213A
>   800 6th Street North | Wahpeton, ND 58076
>
> When scheduling your assessment keep in mind, only one retake is allowed per selection process, so it is highly recommended to schedule your assessment date well in advance of the application deadline to allow time to for a retake, if needed.

☐   **Create an Account**

> Once you have scheduled your assessment date, you will receive emailed directions 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 already have a previous ATI account established, <u>do not</u> create another one.

☐   **Day of Testing**

> Arrive 30 minutes prior to start time. Once testing has begun, late arrivals <u>will not</u> 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 <u>will not</u> 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 cost of the assessment is $65.00.
>
> 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 <u>both</u> pieces of paper must be turned in at the end of testing for the examinee to receive their score.

If you have already completed a TEAS Assessment and wish to use the score for this selection process, an official transcript must be ordered and sent to the program via ATI. Go to <u>www.atitesting.com</u> 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 this selection process.

Self-Reporting Course Completion/Grade Reporting Form

NDSCS
REGISTERED NURSING—AAS

Applicant _____

General Education Courses

Course Prefix	Course Title	Credits	Dual Credit Yes/No	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use ONLY)
BIOL 220	Anatomy and Physiology I	3				
BIOL 220L	Anatomy and Physiology I Lab	1				
BIOL 221	Anatomy and Physiology II	3				
BIOL 221L	Anatomy and Physiology II Lab	1				
Elective	CSCI 116, HUM, or HIST	3				
ENGL 110	College Composition I	3				
ENGL 120	College Composition II	3				
MICR 202	Introduction Microbiology	3				
MICR 202L	Introduction Microbiology Lab	1				
NUTR 240	Principles of Nutrition	3				
PSYC 250	Developmental Psychology	3				

If any of the above courses have been completed as a transfer course and have a different course prefix/course title, please list below:

Course Prefix	Course Title	Credits	College	**NDSCS Equivalent Course Prefix	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use ONLY)

** Check to ensure the course transfers into NDSCS, and substitutes for a required course, access the Transfer Equivalency Site at:

www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/

Submit by email to alliedhealthcareers@ndscs.edu or fax to 701-671-3415

NDSCS

ALLIED HEALTH CAREERS

Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions, 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 are in need of 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

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

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