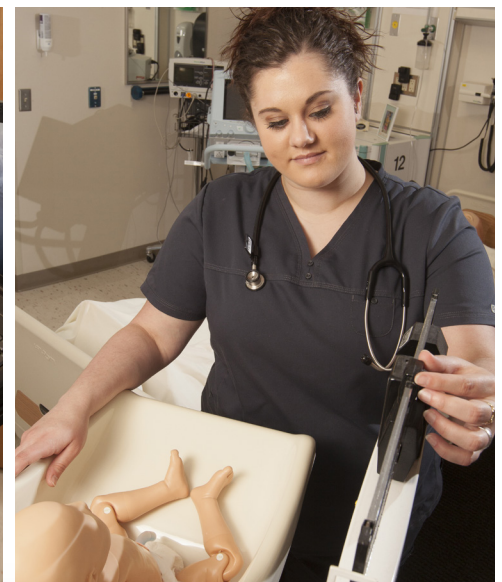


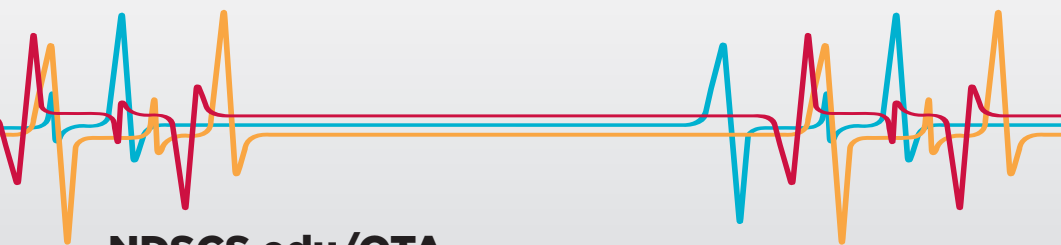


REGISTERED NURSING AAS - 2 YEAR

Program Information and Selection Process Booklet



FALL 2021



NDSCS.edu/OTA

NDSCS
THE SCIENCE OF SUCCESS.
North Dakota State College of Science

INTRODUCTION

Dear RN-AAS Applicant:

Thank you for your interest in our two-year AAS Registered Nursing Program at NDSCS. This is an exciting step in your future career as a nurse!

This program is a selective enrollment program and has specific requirements for selection, in addition to the college application requirements. Points are awarded for each criterion with applicants being **selected** according to their **total score**. The deadline for file completion is **April 1st**. The selection committee will notify the applicant of their status within two weeks after this date. Applicants that apply after the deadline date, can complete the admission requirements and be placed on a waiting list. If all alternates have been selected, and openings become available, late applicants may be selected, based on points, up to August 1st.

Applicants must ensure that all selection requirements are complete and on file with the RN Program by April 1st, so, it is highly recommended that applicants contact the RN Program to confirm that all requirements have been received. After that date, incomplete files will be disqualified from the selection process.

If you have any other questions about the process or the program, please feel free to contact us.

Terri Anderson, MSN, RN
Program Coordinator, Registered Nursing Programs

PROGRAM SELECTION DETAILS

Please review all sections of this booklet to familiarize yourself with the Registered Nursing (AAS) selection process. It is the applicant's responsibility to ensure a complete selection file.

Program Selection Details

Steps for Selection

English Language Learner's (ELL) Placement Requirements

Allied Health Selection Process Assessment

Frequently Asked Questions

Quick Resources

Selection Process Checklist

Required Forms

Additional Program Information

Essential Functions for Registered Nursing Students

Additional Program Requirements (Accepted Students)

The NDSCS Registered Nursing Program has a selection process which follows specific selection criteria, with acceptance based on the total points awarded. This is a limited enrollment program and once program capacity has been reached, an alternate list will be established, which is also based on total points. Late applications are accepted, and once selection criteria is met, will be put on a waiting list. If all alternates have been accepted, and if an opening occurs, a late applicant can be selected up to August 1st.

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

A scheduled visit to the college and meeting with a 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. Incomplete files will not be considered for acceptance.

The deadline for submission of all selection criteria for is **April 1st**. All applicants will receive notification of their status by **email** and it is the applicant's responsibility to have their current email on file with the program.

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. Submit an official high school transcript and all official college transcripts to the Office of Admission.

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

High School Transcript (or GED)
The final *official high school transcript or GED will need to be submitted to (or currently on file with) the Office of Admission.
College Transcript(s)
College transcripts must be *official and submitted to (or currently on file with) the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. <i>Information about transfer of courses</i> can be obtained by emailing ndscs.studentrecords@ndscs.edu or at 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 the applicant.**

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 the Registered Nursing (AAS) program.

Supplemental Application	Format
The Supplemental Application is located at www.ndscs.edu/nursing click on Program Selection Process and indicate Registered Nursing Two Year (AAS) Program.	Complete <u>after</u> 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)
<p>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.</p> <p>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 and must continue to be maintained after selection.</p> <p>Completed (with a “C” or higher) college level general education courses within the program plan can earn admission points. Specific courses include BIOL 220/220L and BIOL 221/221L.</p>

*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 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 Registered Nursing (AAS) 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 the Office of Admission. Results must meet the criteria to enroll directly 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.

6. Complete admission assessment examination and meet the program benchmark score of **55** or higher. The program reserves the right to change the assessment required for the selection process.

* See **Allied Health Selection Process Assessment** in this booklet.

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 (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.*

NDSCS ALLIED HEALTH ENGLISH LANGUAGE LEARNERS (ELL)

PLACEMENT REQUIREMENTS

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		
Michigan Score (MELAB)	Writing (Essay) Score	Applicant Status
Average Score (of both) 79 or below		Recommend completion of specific courses (ELL Program of Study) <i>Exams can be retaken once</i>
Average Score (of both) 80 or higher		Applicant can continue selection process to the program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses (ELL Program of Study) <i>Exam can be retaken once</i>
15 - Above		Applicant can continue selection process to the program

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.

To schedule the English language proficiency assessments contact:

MELAB:

Carol Bishop, Coordinator
Intensive English Language Program
North Dakota State University (NDSU)
carol.bishop@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.

NDSCS ALLIED HEALTH SELECTION PROCESS ASSESSMENT

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.

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

For information on preparing for your TEAS, visit 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 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.

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 and have all selection criteria submitted?

April 1st

How do I apply?

Go to: www.ndscs.edu/get-started/actions-to-take/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 (AAS) 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 advisor 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).

How often do you start a class?

Once a year, with classes beginning fall semester.

How many are selected for the program?

24 applicants are selected.

What is the selection process exam and how do I schedule a date to take it?

The assessment required for the current selection process is listed below. The exam is payable via credit card by the applicant the day(s) of the testing.

Test of Essential Academic Skills (ATI TEAS) \$65.00

You may schedule your exam by calling 701-671-2984 or emailing trese.saar@ndscs.edu

Applicants are also encouraged to make an appointment with the RN Program Coordinator for advisement at the time of testing to review your scores. Testing early is highly recommended to leave time prior to the deadline date for retesting, if needed.

What is the assessment benchmark score to apply for this selection process?

Test of Essential Academic Skills (TEAS) - **55**

The program reserves the right to change the assessment required for the selection process.

Can I study for the assessment exams?

Yes. Review the TEAS Study Guide that is in the NDSCS Mildred Johnson Library on the Wahpeton campus, or at the NDSCS Fargo site. Study Guides are only available for review on site and cannot be checked out.

Additional information and study guides are also available at www.atitesting.com

If I have already taken the assessment, and have met the benchmark score; can I use that score for my selection process?

Yes, a previous testing score may be used if it is a current version of the assessment. It must be submitted to the program via an official transcript ordered through the ATI website. Scores submitted by the applicant will not be accepted. Please contact the program if you will be using a completed assessment for the selection process.

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

NDSCS Office of Admission:
ndscs.admissions@ndscs.edu
701-671-2521

Registered Nursing Programs:
Trese Saar, Allied Health Administrative Assistant
trese.saar@ndscs.edu
701-671-2984

How does the selection process work and when will I know my status in the program?

The point-based selection process will be determined by meeting all selection 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.

Late applicants may apply and will be put on the waiting list. If all alternates have been accepted, and an opening occurs prior to August 1st, a late applicant may be accepted, based on total selection points.

How soon will I know if I've been selected?

Program status letters are generally **emailed** within two weeks of the selection deadline. It is the applicant's responsibility to have their current email on file with the program. Alternates may be selected, and acceptance could occur if any openings become available in the class prior to August 1st.

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

Accepted – File is complete with high overall admission score.

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.

If I am not selected for this class, can I re-apply for the next one?

Yes, you may re-apply, and the selection process will begin again. Contact the program to have your file rolled over to the next selection process. This can be done by calling 701-671-2984 or emailing trese.saar@ndscs.edu

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.

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 Registered Nursing students complete a math course.

Where are the clinical experiences?

Clinical experiences are in a variety of acute care facilities in ND and MN. Schedules are provided in advance to allow you to make accommodations for travel, carpooling, daycare and work schedules.

Can I transfer to a Baccalaureate (BSN) Nursing Program after graduation?

Yes. The NDSCS Registered Nursing Program has articulation agreements with many BSN programs in North Dakota and Minnesota. Information on articulation is available by contacting the Registered Nursing Program or at www.ndscs.edu/nursing

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 recommend that applicants schedule a visit to our campus to see our facilities, talk to program staff and meet with a program faculty member.

QUICK RESOURCES

Quick Resources		
Application to NDSCS	Website: www.ndscs.edu/apply	800-342-4325 ext. 32225 or 701-671-2225
Schedule a Campus Visit	Website: www.ndscs.edu/tour	800-342-4325 ext. 34325 701-671-2173
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: trese.saar@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Schedule TEAS Assessment (Testing begins fall semester)	Email: trese.saar@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Information about Program/Career	Email: terri.l.anderson@ndscs.edu	701-671-2697
Program Advisement	Email: terri.l.anderson@ndscs.edu	701-671-2697

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.

Selection File Compliance Deadline: April 1, 2021

College Admission Requirements - NDSCS Office of Admission – Fall Semester 2021

- Submit NDSCS Application for Admission
Date Submitted _____ Received acceptance letter to NDSCS
- Submit Official High School Transcript Date Submitted _____
- Submit Official College Transcript(s) (if applies) Date Submitted _____
- Submit Official ACT Scores for Math
Placement or Date Submitted _____
Complete Placement Testing for Math
Placement Date Completed _____
- Schedule ELL Placement Assessments (if applies)
MELAB - Date/Time _____ Score _____
CaMLA - Date/Time _____ Score _____
- Schedule and Complete Assessment Examination
Date/Time _____ Score _____
- Submit copy of CNA Certificate Date _____
- Submit Self Reporting Course Completion/
Grade Reporting Form Date Submitted _____
- Submit Essential Functions Verification Form Date Submitted _____

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



Self-Reporting Course Completion/Grade Reporting Form

Applicant _____

General Education Courses

Course Prefix	Course Title	Credits	College	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

ADDITIONAL PROGRAM INFORMATION

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

Essential Functions for Registered Nursing Students
Additional Program Requirements for Selected Students
Registered Nursing (Two-Year) Program Fact Sheet
Registered Nursing (Two-Year) Suggested Sequence of Study

For applicants selected to begin the program fall semester, there will be an orientation session with nursing faculty and staff scheduled prior to classes beginning. At that time, students will meet their advisor, review program policies and the sequence of study.

ESSENTIAL FUNCTIONS FOR REGISTERED 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 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 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, 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

PROGRAM REQUIREMENTS - IMMUNIZATIONS/VERIFICATIONS

Documentation (compliance check) of the following immunizations/verifications will be due by **August 1st** (***unless specified*). 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 deadline date. DO NOT submit these requirements directly to the program.*

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 proof of a positive titer. d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years. 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. f. *documentation of a flu shot administered during the <u>current</u> flu season. ** <i>This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</i> g. documentation of current Health Insurance.
Certifications/Licensure
CPR Certification – American Heart Association BLS Provider <u>or</u> BLS for Healthcare Provider American Red Cross <u>ONLY</u>
Background Check/Fingerprinting/Drug Screen:
Criminal Background Check will be required Drug screening, fingerprinting and additional background checks <u>may be</u> required (dependent on clinical site requirements)
Health Insurance:
Submit documentation of current Health Insurance.

Students will be required to stay current with the above requirements while in the program.

Registered Nursing - AAS

Contact Information

Terri Anderson, RN program coordinator
 terri.l.anderson@ndscs.edu
 701-671-2697
 Mayme Green Allied Health Center 213J

Delivery Methods

Face to Face: Wahpeton
 Online: Some Classes

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 205	Pharmacology for Nursing	3

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 Registered Nursing 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, with a current operating system and a webcam.

Equal opportunity policy

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

Related/General Education Courses

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/Selection Requirements*

Applicants will be admitted to the program following a point-based selection process. The following requirements must be met by **April 1st**. Applicants that apply after the deadline can complete the selection requirements and be placed on the alternate 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 selection 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 Program Selection

The point-based selection process will be determined by meeting all selection 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 checks with the RN program to ensure all admission requirements have been received before the application deadline.

***Program 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.**

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

For accepted students, specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross BLS for Healthcare Provider course 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 2020

Suggested Sequence of Study (Standard)

(Students fully admitted into the program)

Please Note: This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

Developmental Credits Needed:

Reading ___ASC 82___ASC 84

Writing ___ASC 86___ASC 87___ASC 88

Math ___ASC 90___ASC 91___ASC 92___ASC 93

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				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 220	Anatomy and Physiology I	3	Full Semester	
BIOL 220L	Anatomy and Physiology I Lab	1	Full Semester	
FYE 101	Science of Success	1	1st 8 Weeks, 2nd 8 Weeks or Full Semester	
NURS 114	Role Development	1	Full Semester	
NURS 115	Essentials for Registered Nursing I	4	Full Semester	
NURS 116	Essentials for Registered Nursing I Clinical	1	Full Semester	
NUTR 240	Principles of Nutrition (and Diet Therapy)	3	Full Semester	
PSYC 250	Developmental Psychology	3	Full Semester	

Total Credits: 17

SECOND SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 221	Anatomy and Physiology II	3	Full Semester	
BIOL 221L	Anatomy and Physiology II Lab	1	Full Semester	
MICR 202	Introductory Microbiology	3	Full Semester	
MICR 202L	Introductory Microbiology Lab	1	Full Semester	
NURS 118	Essentials for Registered Nursing II	4	Full Semester	
NURS 119	Essentials for Registered Nursing II Clinical	2	Full Semester	
PHRM 205	Pharmacology for Nursing	3	Full Semester	

Total Credits: 17

THIRD SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
*Elective	CSCI 116/ Humanities/History Elective	3	Full Semester	
ENGL 110	College Composition I	3	Full Semester	
NURS 117	Mental Health Nursing/Clinical	3	Full Semester	
NURS 201	Complex Nursing Care Concepts I	4	Full Semester	
NURS 202	Complex Nursing Care Concepts I Clinical	3	Full Semester	
NURS 203	Preventative Community Health	2	Full Semester	

Total Credits: 18

FOURTH SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
ENGL 120	College Composition II	3	Full Semester	
NURS 204	Maternal Child	4	Full Semester	
NURS 205	Complex Nursing Care Concepts II	3	Full Semester	
NURS 206	Complex Nursing Care Concepts II Clinical	3	Full Semester	
NURS 207	Leadership/Preceptorship	3	Full Semester	
NURS 208	Transition to Practice	1	Full Semester	

Total Credits: 17

TOTAL REQUIRED CREDITS FOR DEGREE: 69



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



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Equal Opportunity Policy NDSCS adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog*.

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.