

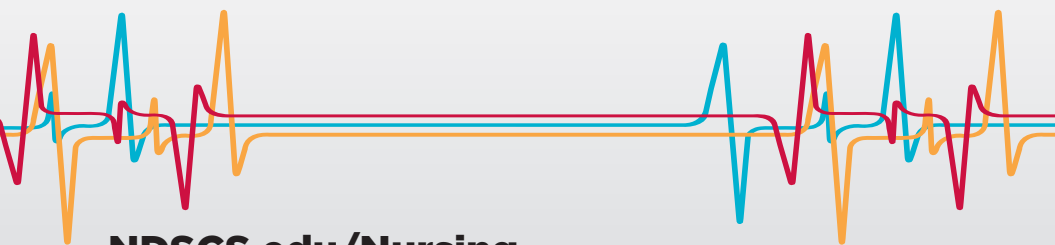


# PRACTICAL NURSING NDSCS-FARGO

Program Information and Selection Process Booklet



**FALL 2020**



[NDSCS.edu/Nursing](https://www.ndscs.edu/Nursing)

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



## INTRODUCTION

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Dear Practical Nursing Applicant:

Thank you for your interest in our Practical Nursing (AAS) Program at **NDSCS-Fargo** beginning Fall Semester 2020!

The Practical Nursing Program is a selective enrollment program and applicants will follow a two-step selection process with *specific criteria for selection* for both steps. Points are awarded for each criterion with applicants being selected according to their total score.

Application deadline for the first step is **August 1<sup>st</sup>** (beginning Fall Semester 2020) and **December 1<sup>st</sup>** for the second step (continuation to Spring Semester 2021). The selection committee will notify the applicants of their admission status via email after each of these dates.

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](mailto:sonja.fenske@ndscs.edu)

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

Deb Smith, MSN, RNC  
Chair, Department of Nursing

## PROGRAM SELECTION DETAILS

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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 a two-step selection process with the first step beginning fall semester, following specific selection criteria, and the second step for continuation into spring semester, also following specific selection criteria. There is limited enrollment beginning spring semester and applicants for this step will be selected based on a point system. 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.

The deadline for submission of all first-step selection criteria for fall semester is **August 1<sup>st</sup>**. 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. The deadline for the second step of selection will be **December 1<sup>st</sup>**. Students will receive additional information about this second step selection during fall semester nursing orientation.

## STEPS FOR SELECTION – FIRST STEP (FALL)

1. Complete the NDSCS admission process and 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 <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a>		

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. <i>Information about transfer of courses</i> can be obtained by emailing <a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a> or <a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a>

**\*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. Complete the **Supplemental Program Application** for Practical Nursing (Fargo).

Supplemental Application	Format
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 (Fargo).	Complete <u>after</u> submitting the Application for Admission to NDSCS

3. 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).

4. 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.

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

*\*Form included in this booklet.*

6. 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.*

## STEPS FOR SELECTION – SECOND STEP (SPRING)

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### Requirements DUE December 1<sup>st</sup>. Capacity – 24 students (Fall acceptance is required to apply for spring semester)

1. 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.

2. Complete the selection process assessment and meet the program benchmark score of **45** or higher. Testing dates and process will be reviewed during nursing student's orientation to Fall Semester.

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

3. Submit documentation of **20 hours** of non-paid volunteer/community service hours. Below are some *suggestions* for volunteer/community hours; contact the program for clarification of acceptable hours.

Healthcare	Human Services	Community
Nursing homes, hospitals, home health, public health and others	Food pantries, homeless shelters, Special Olympics, and others	Girl/Boy Scouts, Big Sister/Brother, flood preparation, Relay for Life, and others

\* See Volunteer/Community Service Hours Documentation form in the booklet.

4. Submit compliance of Program Requirements – Immunizations/Verifications. Additional information and directions for completing this process will be reviewed during the student orientation to Practical Nursing - Fall Semester.

\* See Program Requirements – Immunizations/Verifications in the booklet.

# NDSCS ALLIED HEALTH ENGLISH LANGUAGE LEARNERS (ELL)

## PLACEMENT REQUIREMENTS

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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](mailto:carol.bishop@ndsu.edu)

**Cost: \$7.00**

**CaMLA:**

Cindy Lee Deuser  
Academic Services Center  
North Dakota State College of Science  
[cindy.deuser@ndscs.edu](mailto:cindy.deuser@ndscs.edu)

**Cost: No Charge**

Request your test results be sent to: [alliedhealthcareers@ndscs.edu](mailto: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](mailto:cindy.deuser@ndscs.edu)

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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	<b>26</b>
Writing	<b>20</b>
Reading	<b>20</b>
Listening	<b>20</b>

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

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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](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](mailto: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 6<sup>th</sup> 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](http://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

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### When is the deadline to apply?

**August 1<sup>st</sup>** (beginning fall semester) for the NDSCS-Fargo program. A second selection process will take place at the end of fall semester to continue into spring semester, with selection requirements due **December 1<sup>st</sup>**.

### What does a two-step selection process mean?

The initial selection (first step) will be for beginning the program Fall Semester 2020. Follow the selection process listed in this booklet. There is no limit to how many qualified applicants can begin this semester.

To continue program into Spring Semester 2021, there will be a second selection process; which will include selection testing, volunteer hours, completion of program requirements (immunizations, etc.) and ELL placement (if applies). For the second step, 24 student students will be selected (based on selection points) to continue into spring semester.

### How often do you start a Practical Nursing Program at NDSCS-Fargo?

The NDSCS-Fargo Practical Nursing Program begins a cohort (class) every two to three years (if approved). The program will select this class to begin August 2020, at the Fargo site, and another selection process will not occur until possibly Spring 2023, if approved.

A cohort (class) is offered beginning every Fall and Spring semester at the NDSCS 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](http://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 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 admitted to each class?**

There is no limit to qualified applicants accepted into fall semester (first step). There will be 24 students selected to continue into spring semester (second step).

### **What is the selection process assessment for the second step selection process 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. There may be one testing date at NDSCS-Fargo prior to the selection deadline. Check with the program to see what date/time may be scheduled.

### **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](http://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](http://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) *Fall Semester* [ndscs.admissions@ndscs.edu](mailto:ndscs.admissions@ndscs.edu) | 701-671-2521

Practical Nursing Program (for program selection process) *Fall and Spring Semester*  
Sonja Fenske | [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu) | 701-671-2967

**I am not sure which courses will transfer?**

Email NDSCS Student Records at [ndscs.studentrecords@ndscs.edu](mailto: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](http://www.ndscs.edu/tes) to see which credits may transfer to NDSCS.

**How long does it take to complete the program and when do classes begin?**

The Practical Nursing Program at the NDSCS-Fargo site will be seven semesters in length. Beginning Fall 2020 and graduating Fall 2022.

**Are all class offered at NDSCS-Fargo?**

Most classes and clinicals will be located at NDSCS-Fargo. There will be some classes and labs that will be held at the NDSCS-Wahpeton campus and via interactive TV. The majority of the face to face classes will be held in the evening hours, with varying clinical hours.

**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](mailto: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](http://www.ndscs.edu/tour) or call 701-231-6935.

## QUICK RESOURCES

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<b>Quick Resources</b>		
<b>Application to NDSCS</b>	Website: <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a>	800-342-4325 ext. 32225 or 701-671-2225
<b>Schedule a Campus Visit</b>	Website: <a href="http://www.ndscs.edu/tour">www.ndscs.edu/tour</a> Email: <a href="mailto:nicole.ashe@ndscs.edu">nicole.ashe@ndscs.edu</a>	701-231-6935
<b>Transcripts/Transfer Credits</b>	Email: <a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a>	800-342-4325 ext. 32521 701-671-2521
<b>Financial Aid</b>	Email: <a href="mailto:ndscs.fin.aid@ndscs.edu">ndscs.fin.aid@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/paying-for-college">www.ndscs.edu/paying-for-college</a>	800-342-4325 ext. 2207 701-671-2207
<b>Program Selection Process</b>	Email: <a href="mailto:sonja.fenske@ndscs.edu">sonja.fenske@ndscs.edu</a>	800-342-4325 ext. 32967 701-671-2967
<b>Schedule TEAS Assessment (Testing begins fall semester)</b>	Email: <a href="mailto:trese.saar@ndscs.edu">trese.saar@ndscs.edu</a> <u>or</u> Email: <a href="mailto:alliedhealthcareers@ndscs.edu">alliedhealthcareers@ndscs.edu</a>	800-342-4325 ext. 32984 701-671-2984
<b>Information about Program/Career</b>	Email: <a href="mailto:janice.rudisel@ndscs.edu">janice.rudisel@ndscs.edu</a>	701-231-6926
<b>Program Advisement</b>	Email: <a href="mailto:janice.rudisel@ndscs.edu">janice.rudisel@ndscs.edu</a>	701-231-6926



## APPLICANT CHECKLIST

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### 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: August 1, 2020

### College Admission Requirements - NDSCS Office of Admission – Fall Semester 2020

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Submit NDSCS Application for Admission |  | <input type="checkbox"/> Received acceptance letter to NDSCS |
| Date Submitted _____  |  |  |
| <input type="checkbox"/> Submit Official High School Transcript |  | Date Submitted _____   |
| <input type="checkbox"/> Submit Official College Transcript(s)  |  | Date Submitted _____   |
| <input type="checkbox"/> Submit Official ACT Scores <u>or</u>   |  | Date Submitted _____   |
| Complete Placement Testing                                      |  | Date Completed _____   |

### Program Selection Requirements – Practical Nursing – Fall Semester 2020

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Submit Supplemental Application to Program                   | Date Completed _____ |
| <input type="checkbox"/> Submit Self-Reporting Course Completion/Grade Reporting Form |                      |
| Date Submitted _____  |                      |
| <input type="checkbox"/> Submit Essential Functions Verification                      | Date Submitted _____ |

Selection File Compliance Deadline: December 1, 2020

**Program Selection Requirements – Practical Nursing – Spring Semester 2021**

Schedule Assessment Examination

Date/Time \_\_\_\_\_

Score \_\_\_\_\_

Schedule ELL Placement Assessments (*if applies*)

MELAB - Date/Time \_\_\_\_\_

Score \_\_\_\_\_

CaMLA - Date/Time \_\_\_\_\_

Score \_\_\_\_\_

Complete and submit Volunteer and Community Services Hours

Submitted: Date \_\_\_\_\_

Complete Additional Program Requires (Immunizations and Certifications) and submit compliance check.

Submitted: Date \_\_\_\_\_

## REQUIRED FORMS

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### 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.

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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](mailto:alliedhealthcareers@ndscs.edu) or faxing 701-671-3403**



# Self-Reporting Course Completion/Grade Reporting Form – Fall Selection

Applicant \_\_\_\_\_

## General Education Courses

Course Prefix	Course Title	Credits	College	Dual Credit Yes/No	Completed (indicate final grade)	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				
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				
PHIL 210	Ethics	3				
PSYC 250	Developmental Psychology	3				
SOC 110	Introduction to Sociology	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)	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/tes](http://www.ndscs.edu/tes)

Submit by email to [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) OR fax to 701-671-3415



800 6<sup>th</sup> Street North | Wahpeton, ND 58076 | alliedhealthcareers@ndscs.edu

**Volunteer/Community Service Hours Documentation**  
**Spring Selection**

**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Phone** ( ) \_\_\_\_\_

Volunteer/Community Service hours cannot be paid work hours. Once hours are completed, submit this form to the Practical Nursing Program by **December 1<sup>st</sup>**.

Site/Address	Activity	Hours Completed
Supervisor's Name (Please Print)	Email and Phone Number	Supervisor's Signature

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Supervisor's Name (Please Print)	Email and Phone Number	Supervisor's Signature

**Total 20 Hours**

## **ADDITIONAL PROGRAM INFORMATION**

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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**

For applicants selected to begin the program fall semester, there will be an orientation session with nursing faculty and staff the first week of classes. At the time, students will meet their advisor, review program policies, sequence of study and review the selection process for continuing to spring semester.

# ESSENTIAL FUNCTIONS FOR PRACTICAL NURSING STUDENTS

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## 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(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 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 by **December 1<sup>st</sup>** (\*\*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 current flu season. **\*\*This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.**
- g. documentation of current Health Insurance.

### Certifications:

CPR Certification – American Heart Association BLS Provider or BLS for Healthcare Provider American Red Cross **ONLY**

### Background Check/Fingerprinting/Drug Screen:

Federal Background Check will be required  
Drug screening  
Fingerprinting and additional background checks may be 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.**

## Practical Nursing – AAS – NDSCS Fargo 8

### ► Contact Information

Janice Rudisel, outreach coordinator  
janice.rudisel@ndscs.edu  
701-231-6926  
NDSCS-Fargo – 192B

### ► Delivery Methods

Face-to-Face: Wahpeton  
Face-to-Face: \*\*Fargo  
Combination  
\*\* Fargo cohort is offered on a periodic basis.

This **two-and-a-half-year** program is available to high school graduates or transfer students who are interested in pursuing a career in nursing. The curriculum is seven semesters and awards an Associate in Applied Science degree in Practical Nursing. The graduate has an excellent opportunity for immediate entry into the health profession and/or transfer to an associate or bachelor's program for nursing. All general education courses are transferable within the NDUS system. There is a two-step selection process with the first step beginning fall semester and the second step continuing into 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 three semesters of the program consist of classroom, laboratory, and clinical instruction at the college and local long-term care facilities. The final four semesters of the program include clinical affiliations in adult, maternal-child, psychiatric, long-term care, home health, and clinic nursing. Classroom instruction is face to face with limited Interactive Video Network (IVN) in Fargo. Tutoring is available at the NDSCS-Fargo 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 computer, with a current operating system, capable of completing the assignments required by the nursing program.

\*\*This program is being offered at the NDSCS-Fargo site beginning Fall Semester 2020. The program will not be offered again at the Fargo site until this cohort (class) is complete and another program is approved. The NDSCS Wahpeton campus selects two Practical Nursing classes every year.

### Admission/Selection Requirements

Applicants will be admitted to the program Fall Semester (first step) following a selection process completed prior to the deadline date of August 1.

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at [www.ndscs.edu/admissions](http://www.ndscs.edu/admissions) for details.
2. Complete the Supplemental Program Application for the Practical Nursing Program (NDSCS-Fargo).
3. 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.
4. 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.
5. Review Essential Functions for Practical Nursing Students and submit the Essential Functions Verification form.

Spring Semester Selection Process. Completed by **December 1**. Capacity – 24

1. 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.
2. Complete a program admission assessment and meet the program benchmark composite score of **45**. Exam can be retaken once.
3. Submit documentation of **20 hours** of non-paid volunteer/community service hours.
4. Submit compliance for Program Requirements-Immunizations/Verifications: specific immunizations, background checks, health insurance, CPR certification.

Course Code	Course Title	Credits
NURS 101	Introduction to Nursing	5
NURS 102	Introduction to Adult Nursing	6
NURS 231	Psychiatric Mental Health Nursing	2
NURS 232	Adult Nursing	5
NURS 233	Adult Nursing Clinical	5
NURS 245	Maternal Child Nursing	4
NURS 246	Maternal Child Nursing Clinical	2
NURS 250	Leadership in the Long-Term Care Setting	2
NURS 251	NCLEX-PN Review	1
PHRM 205	Pharmacology for Nursing	3

### 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
**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
SOC 110	Introduction to Sociology	3
Humanities Elective— PHIL 210 Ethics		3

**Total Required Credits** **66**

\*This course has an expiration date of completion when transferring into the program. Check with the program.

\*\*A placement test may be required if you have not met the ENGL (110 or higher) requirement.

Practical Nursing (NURS) courses must be taken in sequence. Sequencing is available on the program website at [www.ndscs.edu/nursing](http://www.ndscs.edu/nursing).

### Equal Opportunity Policy

The NDSCS Department of Nursing adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog*.

(American Heart Associate BLS Provider OR BLS for Healthcare Provider American Red Cross ONLY) are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/fingerprint, specific state background check) maybe required dependent on site-specific prerequisites for students. All requirements are at the students' expense.

### Criteria for Selection – Fall Semester

Selection is based on the following criteria: High School GPA or GED, math placement, most current college GPA (12 credits or more), grades in college level BIOL 220/220L, 221/221L and MICR 202/ 202L.

### Criteria for Selection – Spring Semester

Assessment scores, volunteer/community service hours, compliance with immunizations/verifications, and ELL scores (if applies).

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

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

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

### 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: 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.

FALL SEMESTER 2020				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 220	Anatomy and Physiology I	3		
BIOL 220L	Anatomy and Physiology I Lab	1		
ENGL 110	College Composition	3		
PSYC 250	Developmental Psychology	3		
PHIL 210	Ethics	3		
FYE 101	Science of Success	1		

**Total Credits: 14**

SPRING SEMESTER 2021				
Subject/Catalog	Course Title	Credits	Comments:	
BIOL 221	Anatomy and Physiology II	3		
BIOL 221L	Anatomy and Physiology II Lab	1		
NURS 101	Introduction to Nursing	5		
NUTR 240	Principles of Nutrition (and Diet Therapy)	3		

**Total Credits: 12**

SUMMER SESSION 2021				
Subject/Catalog	Course Title	Credits	Comments:	
MICR 202	Introductory Microbiology	3		
MICR 202L	Introductory Microbiology Lab	1		

**Total Credits: 4**

FALL SEMESTER 2021				
Subject/Catalog	Course Title	Credits	Comments:	
NURS 102	Introduction to Adult Nursing	6		
PHRM 205	Pharmacology for Nursing	3		
SOC 110	Introduction to Sociology	3		

**Total Credits: 12**

SPRING SEMESTER 2022				
Subject/Catalog	Course Title	Credits	Comments:	
NURS 232	Adult Nursing	5		
NURS 233	Adult Nursing Clinical	5		

**Total Credits: 10**

SUMMER SESSION 2022				
Subject/Catalog	Course Title	Credits	Comments:	
NURS 231	Psychiatric Mental Health Nursing	2		

**Total Credits: 2**

FALL SEMESTER 2022				
Subject/Catalog	Course Title	Credits	Comments:	
ENGL 120	College Composition II	3		
NURS 245	Maternal Child Nursing	4		
NURS 246	Maternal Child Nursing Clinical	2		
NURS 250	Leadership in the Long-Term Care Setting	2		
NURS 251	NCLEX-PN Review	1		

**Total Credits: 12**

**TOTAL REQUIRED CREDITS FOR DEGREE: 66**







## 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



**NORTH DAKOTA STATE COLLEGE OF SCIENCE**  
**WAHPETON | FARGO | ONLINE**

**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.