

Nursing Application Packet

Associate in Science in Nursing

- Location:** The Columbia College Nursing Program is offered in two locations – the main campus in Columbia, Missouri and the Lake of the Ozarks campus in Osage Beach, Missouri.
- Licensure:** Columbia College, Columbia Campus and Lake of the Ozarks Campus, is fully approved by the Missouri State Board of Nursing. Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked due to controlled substance abuse, criminal prosecution, and a variety of other offenses.
- Accreditation:** Columbia College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Columbia College Education Program is approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education.

The Higher Learning Commission
North Central Association of Colleges and Schools
Commission on Institutions
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: 312-263-0456 or 1-800-612-7440
E-mail: info@ncacihe.org

Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102
Telephone: 573-751-6504
E-mail: mlucas@mail.dese.state.mo.us

Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, MO 65102-0656
Telephone: 573-751-0681
E-mail: <http://www.ecodev.state.mo.us/pr/nursing>

Notice of Non-Discrimination and Equal Opportunity
Complete policy information can be found at the following link:
<https://www.ccis.edu/policies/notice-of-non-discrimination-and-equal-opportunity.aspx>

RETAIN FOR YOUR RECORDS

Curriculum Sequence

The nursing curriculum plan has changed to include NURS 209 – Introduction to Nursing (please see description below). This course is open to all students who may be considering a nursing career and don't know what to expect, or to sharpen your skills prior to entering NURS 210 – Fundamentals of Nursing.

- If you have no prior healthcare experience (nursing assistant or technician), you will be required to pass NURS 209 before entering the nursing course sequence.
- If you have at least one (1) year of healthcare experience, you *may* be able to test out of NURS 209. Please make an appointment to see a nursing advisor immediately to document your experience and schedule your test.
- If you have a current LPN License, NURS 209 will be waived. NURS 210 Fundamentals of Nursing will be waived by achieving an acceptable score of 850 or greater on the Fundamentals test.

Course Number	Course Name	Credit Hrs.
Pre-nursing courses – must be completed before beginning nursing sequence		
BIOL 110 & BIOL 110L *	Principles of Biology I and Laboratory	5
BIOL 221 & BIOL 221L or BIOL 312 & BIOL 312L	Clinical Microbiology and Laboratory or Microbiology and Laboratory	5
BIOL 223 & BIOL 223L *	Anatomy and Laboratory	5
BIOL 326 & BIOL 326L *	Physiology and Laboratory	5
CHEM 109 or CHEM 110 *	Chemistry for Biol/Health Sciences or General Chemistry	3
MATH 106 or higher general education math course *	Intermediate Algebra	3
ENGL 133W	First Year Writing Seminar	3
PSYC 101 *	General Psychology	3
NURS 209 *	Introduction to Nursing – required for admission to nursing program. Students with equivalent nursing experience may be able to test out of this course if desired. A \$50 testing fee will be charged. (<i>Prerequisites: BIOL 110, BIOL 110L with a grade of C or higher</i>)	(6)
* The Admission/Selection GPA for acceptance into the Nursing Program will be based on the following prerequisite courses that must be completed at the time of the nursing application deadline: NURS 209, MATH 106 or higher, PSYC 101, CHEM 109, BIOL 110, BIOL 110L, BIOL 223 and BIOL 223L OR BIOL 326 and BIOL 326L.		
Nursing sequence courses		
NURS 210	Fundamentals of Nursing (<i>may be waived for LPNs</i>)	(6)
NURS 212	Pharmacology	3
NURS 300	Foundations of Nursing	6
NURS 301	Medical/Surgical Nursing I	6
NURS 302	Medical/Surgical Nursing II	6
NURS 211	Mental Health Nursing	3
NURS 303	Women's and Infant's Health	5
NURS 491	NCLEX-RN Review	1
Total		77

NURS 209 - Introduction to Nursing is designed to expose the student to the health care environment and to develop basic care skills. It is recommended for those students who have little or no health care experience or who want a refresher in basic skills before applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student will be discussed and practiced. Other topics will include study skills, test-taking strategies, information technology, medical terminology, and communication skills.

Major Areas of Coverage:

- Study skills, test taking, time management, organization
- Medical terminology
- Basic nursing skills
- Role of the registered nurse
- Communication in the healthcare setting

RETAIN FOR YOUR RECORDS

Nursing Lab Fees

NURS 209	\$50	NURS 300	\$75
NURS 210	\$100	NURS 301	\$35
NURS 211	\$35	NURS 302	\$35
NURS 212	\$75	NURS 303	\$35

Other costs may apply. See website for additional information
<https://www.ccis.edu/departments/nursing/associateinnursing/costs.aspx>

Special Note for Day Students

When a student is fully accepted to the Associate in Nursing Program, it may change their financial aid merit based scholarships due to the difference between full time day tuition and the nursing tuition. Contact one of the offices before for additional information.

Contact the Enrollment Service Center in Missouri Hall room 205
 Student Success Missouri Hall room 232

(573) 875-7252
 (573) 875-7150

Special Note for Evening/CC Global Students-MUST READ

When an Evening or CC Global student is fully accepted to the Associate in Nursing Program at the Columbia, MO location, they will be reclassified as a day student. Although CC Global students do not pay Day tuition when fully accepted to the program, nursing students need to follow and meet the same regulations, restrictions, and rules that apply to registration and health services. Examples would be needing to meet with an academic advisor for every enrollment session, meeting the insurance and health immunization requirements. All accepted nursing students do have the same access to all the benefits as any other day student (early registration, health services resources, sporting events). Please contact your advisor for any questions.

All nursing students MUST submit immunization records and complete a few brief forms to comply with Columbia College's Student Immunization Policy (<https://www.ccis.edu/policies/student-immunization-policy.aspx>). Submit records through the Student Health Portal in CougarTrack under CC links. You can NOT REGISTER for NURS 210 or future classes until you have done so. This is a separate process from submitting documentation through CastleBranch which is discussed later in the application.

RETAIN FOR YOUR RECORDS

Testing Out Policy for NURS 209

Students who have at least one year of work experience in the health care environment with direct patient care, may be allowed to test out of the NURS 209 nursing pre-requisite course. To be eligible to test out, the student must have at least one year of providing direct patient care in a health care environment. The student must demonstrate competency in selected nursing skills and pass a written exam. Students desiring the opportunity to test out will be provided a list of nursing skills, reference material for independent study and the dates for the testing. The testing will take place in the Nursing Skills Lab at the Columbia College Campuses.

Testing out will include demonstration of the nursing skills and a written exam. The student must receive a passing score (minimum of 75%) for the written exam and (minimum of 90%) on the nursing skills demonstration. First the student must successfully pass the written exam and then the nursing skills exam will be administered. Students who are successful in testing out will not be required to take NURS 209. Students may attempt to test out one time only.

All students will be required to demonstrate the same level of competency for the selected skills. The NURS 209 Check List will be utilized for the testing out.

The selected nursing skills are: Vital Signs, Hand-Washing, Applying Restraints, Moving & Transferring a Patient with Assistive Device and Moving & Transferring a Patient without an Assistive Device, Complete Bed Bath and Making an Occupied Bed, In-take and Output, Preparing for and Feeding a Patient, and Isolation.

Testing out of NURS 209 link

The test out information can be found on Columbia College website at:
http://www.ccis.edu/~media/Files/Nursing/testing-out-policy_N209.pdf.

Test of Essential Academic Skills (TEAS) Exam

The TEAS test must be taken at the Columbia College Columbia Campus, Lake Ozark Campus or Jefferson City Campus. Please visit our web site www.ccis.edu/departments/nursing for dates, and to register for the test. There is a \$65 non-refundable fee for the TEAS entrance exam. If a student fails to show up for the exam, payment cannot be refunded or used toward another test.

Study guide material can be purchased at the Columbia campus bookstore, MBS Direct at the Lake campus or at the ATI website at: http://www.atitesting.com/ati_store/TEAS-Products.aspx.

Exams will begin promptly at the time designated on our website. Late arrivals will not be admitted. Students should bring a photo ID or driver's license, along with their user name and password to log into the TEAS exam. The exam is computerized and students will be able to view their results at their convenience.

RETAIN FOR YOUR RECORDS

If you are selected for the Nursing program, the following additional requirements must be met:

- Purchase a Background Check & Medical Document Manager and Drug Test package from CastleBranch (previously Certified Profile/ Background). The information needed to purchase the package will be included in student's acceptance letter. The cost for this package is approximately \$148.
- Urine drug test. Those selected will be sent information about the drug test in their acceptance letter.
- Official documentation of physical forms including immunizations/titers. See below for immunization requirements. These forms will be available at CastleBranch after class selection.
- Current CPR certification by the American Heart Association, **Health Care Providers** course. The documentation for this will be submitted to CastleBranch after selection.

Students must provide official documentation to CastleBranch of the following immunizations and screening tests:

- Tdap (replaces previous Tetanus – recommended every 10 years). Document the date of the immunization.
- Two Step Tuberculosis screening - PPD (Mantoux) Administered 1-3 weeks apart within the past 12 months and a single step skin test annually.
 - A. Official documentation of the test and the test results must be submitted to CastleBranch. The test must be performed in the United States. Students must have a yearly PPD while in the program and must provide official documentation of the test and the test results.
 - B. If you have had a positive PPD (TB skin test, Mantoux) you will need to have a chest x-ray performed verifying that you are disease free (clear chest x-ray the year you are accepted into the program). Failure to do so will prevent you from starting/remaining in class. You will need to provide a copy of the chest x-ray report to CastleBranch. Every year that you are enrolled in the nursing program you will need to see a Health Care Provider to go over a symptom check list and submit the checklist to CastleBranch. A second chest x-ray may be necessary if you have symptoms or if an x-ray is requested by one of the sites where you will be doing clinical.
 - C. If you become positive while in the program, immediately contact Dr. Tina Dalrymple, Nursing Program Director, at: 573-875-7913 and follow the same protocol as described above in B.
- Hepatitis B series (three)
- MMR series (two)
- Varicella (chicken pox) series (two)
- Influenza (annually)
- If you cannot provide *official documentation* of the MMR or HEP B series or having chicken pox, you will need to be re-immunized or have titers drawn to verify immunity.

Background Screening

All students accepted into the Nursing Program are required to have a background check performed by CastleBranch at their cost. Instructions will be sent with student's acceptance packet.

RETAIN FOR YOUR RECORDS

Nursing Application Checklist

This checklist must be completed and submitted with your nursing application. All areas must be completed/checked.

Applicant Name: _____
Print
Signature

Check off upon completion.

- I have been accepted to Columbia College.
For those students just being accepted you will need the start date of January for the March session or August for the October session.
- I have declared nursing as my major.
Check with your advisor to verify that it has been done and that your file is "active".
- I have included a copy of my TEAS results with my application (TEAS Sixth Edition). The TEAS test must be taken at the Columbia College Columbia Campus, Lake Ozark Campus or Jefferson City Campus.
- I have the Application page filled out completely.
- I have read and signed the Functional Abilities form.
- I have submitted the Nursing Application Audit Request Form to my advisor (see page 13).
 If dual applying, you must submit a request to both campuses 2 weeks prior to application deadline:
Columbia Day Campus students-the completed Nursing Application Audit Request Form should be emailed to Michael Garver at mtgarver@ccis.edu.
Columbia Evening Campus students-please submit the form to your assigned advisor.
Lake Ozark Campus applicants – Schedule appointment with the Nursing Advisor
- I have acquired a student ID card. Student ID cards are located in Atkins-Holman Student Common building on the second floor above the bookstore. This is required to gain access to certain nursing buildings like Federal Hall.
- Prerequisites: I have completed all prerequisites.(see page 3 for list of courses)
- I have submitted immunization records and completed applicable forms through the Student Health Portal in CougarTrack; I acknowledge that if the process is not complete, I will be unable to register for future classes. (See page 4 more details)
- LPNs Testing out of NURS 210 (Fundamentals of Nursing) – must receive a minimum score of 850 on the Evolve Fundamentals Exam. The Nursing Program will contact you about testing dates.
- I am an LPN and have submitted a copy of my LPN license with my application.
- I have previously attended a nursing program. List the name of the institution, reason for leaving, and classes completed. Please verify with your previous nursing program that they have returned a completed reference form.

PLEASE NOTE: Applicants with previous basic nursing care experience of at least one (1) year may be eligible to test out of NURS 209. If this applies to you, you must complete the Review of Healthcare Experience form on page 5 of this application indicating dates of employment, length of employment, and the name of your supervisor(s) of the health care facility where you gained your experience.

I have been approved to test out of Introduction to Nursing – NURS 209.

Signature

Date

SUBMIT TO NURSING OFFICE OR EMAIL TO NURSING@CCIS.EDU

**Columbia College Associate in Science in Nursing Program
Nursing Sequence Application**

Applicants for the Nursing Sequence Courses are considered on a competitive and space-available basis for each admission period. Students may apply to the Columbia Campus Program, the Lake Ozark Campus Program, or apply to both. If applying to both campuses, please complete two applications and submit to each campus. Nursing application packets can be found on the nursing website.

DEADLINES:

Deadlines will be posted on the website www.ccis.edu/departments/nursing

PLEASE TYPE OR PRINT

Name _____
Last First Middle

Address _____
Street City State Zip

Day Time Phone: _____ E-mail: _____

Social Security Number _____ - _____ - _____ D.O.B. _____

Student ID Number (REQUIRED) _____

Month and year you hope to start the Nursing Sequence Courses _____ / _____
Month Year

Please check the campus for this application. Applications for each campus can be found on the website.		
_____ Columbia Campus (Mar & Oct Classes)	_____ Lake Ozark Campus (March Class only)	_____ Both Campuses (March Class only)
Campus Preference if accepted to both: _____		
LPN: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please list the general education, math, and science courses that you will be completing between the time of this application and the start of the Nursing courses.

_____ - _____ - _____

_____ - _____ - _____

Signature

Date

SUBMIT TO NURSING OFFICE OR EMAIL TO NURSING@CCIS.EDU

FUNCTIONAL ABILITIES NURSING ADMISSION REQUIREMENTS

Admission criteria shall reflect consideration of the potential to:

1. Complete the program.
2. Possess the necessary functional abilities (see below).
3. Meet the standards to apply for licensure as a Registered Professional Nurse.
4. Students who are re-admitted or admitted as a transfer shall complete the same requirements for graduation as any other member of the class to which they are admitted.

LPN students: Must hold a valid, undisciplined license as a licensed practical nurse in the State of Missouri to be eligible to move into Nursing Sequence Courses.

FUNCTIONAL ABILITIES

The Associate in Science in Nursing Program prepares the student for a nurse generalist role. Functional abilities to meet this role include behavioral/emotional, cognitive, communication, professional conduct, psychomotor skills, and sensory/perceptual.

Behavioral/Emotional: Ability to maintain effective, therapeutic relationships with patients, families, students, faculty, staff, and other professionals under all circumstances and settings, including highly stressful situations. Possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities involved in the area of patients and families.

Cognitive: Ability to evaluate and apply knowledge and engage in critical thinking in the classroom and clinical settings.

Communication: Ability to communicate effectively and therapeutically with other students, faculty, staff, patients, family and other professionals in both oral and written forms.

Professional Conduct: Ability to reason morally and practice nursing in an ethical and legal manner. Be willing to learn and abide by professional standards of practice. Be able to deliver safe, effective nursing care to all patient populations, including but not limited to children, adolescents, and adults with various emotional, developmental, and medical problems and needs. Adapt to rapidly changing environments/situations while maintaining professional demeanor.

Psychomotor Skills: Ability to maintain motor coordination, strength, flexibility, dexterity, balance, and sensory capabilities sufficient for safe and accurate assessment of the patient and performance of patient care tasks.

Sensory/Perceptual: Ability to utilize vision, hearing, and senses of touch and smell to thoroughly analyze patient data and provide accurate and safe treatment/care.

Student signature verifies that he/she is able to meet these functional ability requirements.

Student Signature

Date

SUBMIT TO NURSING OFFICE OR EMAIL TO NURSING@CCIS.EDU

Review of Basic Nursing Care Experience Form

- I have no healthcare experience to be evaluated.

- I have previously attended a nursing program. If yes, name of institution, nursing courses completed, and reason for leaving program below.

I verify that the above information is truthful and accurate, and I grant permission for the Nursing Faculty to verify employment listed above.

Name

Phone number

Student ID Number

Applicant Signature

Date

SUBMIT TO NURSING OFFICE OR EMAIL TO NURSING@CCIS.EDU.

Nursing Application Audit Request Form (Columbia Campus only)

1. Eligibility: Students must be admitted to Columbia College. All requests should be submitted to your academic advisor no later than two weeks prior to the application deadline.
2. Review of Request: All Nursing Application Audit Request Forms will be reviewed by an academic advisor to determine completion status of prerequisite requirements for the Nursing application process. Once the review has been finalized, email notification will be sent to the Nursing Department and the student, indicating the status of prerequisite completion.

Student ID: _____ Student CougarTrack Mail: _____

Last Name: _____ First Name: _____ M.I. _____

Home Number :(_____) _____ Cell Phone Number:(_____) _____

Associate of Science in Nursing applicants only:

How will NURS-209 be fulfilled?

- LPN Status
- CC enrollment in term _____
- Test –out (if test-out is not passed, the student may lose eligibility status)

Student Signature: _____ Date: _____

Academic Advisor use only

Courses	Completed	In Progress
PSYC 101 Psychology		
MATH 106 Intermediate Algebra or Higher Math		
BIOL 110 Biology		
BIOL 110 Lab		
BIOL 223 Anatomy		
BIOL 223 Lab		
BIOL 326 Physiology		
BIOL 326 Lab		
CHEM 109 or CHEM 110 Chemistry		
NURS 209 Intro to Nursing		
(May be outstanding but needs to be done before 210)		
BIOL 221 or BIOL 312 Microbiology		
BIOL 221 Lab or BIOL 312 Lab		
ENGL 133w First Year English		
	Yes	No
Prerequisites Cleared		

Prerequisites Cleared Completion of: _____

Signature & Date:

SUBMIT TO YOUR ACADEMIC ADVISOR