Nursing Program
School of Health Professions
Community College of Baltimore County (CCBC)
Catonsville and Essex Campus

Admissions Guide
2019 – 2020
Nursing Program

Welcome
On behalf of the School of Health Professions, thank you for your interest in CCBC’s nursing program. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you the best with submission of your admissions application.

Sincerely,

Dr. Mary Kay DeMarco  Dr. Elizabeth Webster
Program Director, Essex Campus  Program Director, Catonsville Campus

Program Description
The Associate Degree Nursing Program is designed to prepare students to enter the nursing profession as registered nurses. The curriculum provides theoretical and clinical laboratory study in nursing that will enable students to learn to work as members of a health care team. The program has the following program options:

- The RN day program is offered on the Catonsville and Essex Campuses and starts every fall and spring semester.
- The RN evening-weekend program is offered on the Essex Campus and starts only in the fall semester.
- The RN blended program is offered on the Catonsville Campus and starts in the fall and spring semester. This nursing program contains didactic content online. Campus labs and seminars are required in a face-to-face format on the Catonsville campus.
- The RN Associate’s to Bachelor’s (ATB) program is available on both the Catonsville and Essex Campuses. Students must first be admitted into the associate degree RN programs before they will be considered for this option. A separate ATB Admissions Packet can be found on the CCBC Nursing Website www.ccbcmd.edu/shp.
- The LPN to RN Transition program and the Paramedic to RN Transition program. Separate Admissions Packet for these options can be found on the CCBC Nursing Website www.ccbcmd.edu/shp.
Admission to the nursing program is a separate process from admission to the college. The process is competitive, selective, and based on established criteria.

**Admission Deadline**

All documents and information must be completed on the CCBC CAS by:

- August 31 for Spring (Day and Blended)
- January 31st for Fall (Day, Eve/Wknd, Blended)

Official TEAS scores must be submitted to CCBC TEAS by:

- August 15th deadline for the August 31st application deadline
- January 15th deadline for the January 31st application deadline

**Accreditation**

The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN
3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
www.acenursing.org
(404) 975-5000

**Required Entry Exam**

The ATI Test of Essential Academic Skills (ATI TEAS) is a general knowledge exam used as part of the admissions process by Nursing and Allied Health schools nationwide. This is a standardized exam created by a company called Assessment Technologies Institute (ATI). The TEAS covers general content in Reading, Mathematics, Science, English, and language usage.

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS by the deadline of April 1st.

The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission.

- Overall – PROFICIENT (58.7%) or higher
Optional Reading – 69.0% or higher
Additional information for the TEAS information on how to register to take the assessment can be found at: http://www.ccbc.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx

**Required Prerequisite Coursework**

The following section outlines prerequisite courses used for admission into the RN program. There are three sets of prerequisite course listings:

1. the minimum courses that are required for admission to the **day option**, 
2. the courses that are **recommended** to be completed for admission to the day option, and 
3. the courses required for admission to the evening/weekend and blended options.

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**OPTION 1**

*Recommended course sequence for admission to the Day Option only.*

Due to the rigor and time requirements of nursing courses, it is highly recommended that **all non-nursing courses** (nursing prerequisites, general education requirements, and program requirements) be completed before application to the nursing program or be in progress during the time of application. Courses in progress must be successfully completed prior to the start of the program. Of the courses listed below, **the more courses that a student completes with grades showing mastery, the better the student’s chances of admission into the RN program.**

<table>
<thead>
<tr>
<th>Required Prerequisite Courses (for admission consideration – may be completed or enrolled in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ BIOL 110 Biology I: Molecular and Cells*</td>
</tr>
<tr>
<td>✓ BIOL 220 Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>✓ ENGL 101 College Composition I</td>
</tr>
<tr>
<td>✓ General Education Math Requirements</td>
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<tr>
<td>o <strong>Recommended:</strong> MATH 125 or MATH 153</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Additional Courses – For <strong>best consideration</strong> complete before admission deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ BIOL 221 Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>✓ BIOL 230 Microbiology</td>
</tr>
<tr>
<td>✓ CMNS 101 Fundamentals of Communication</td>
</tr>
<tr>
<td>✓ General Education Arts &amp; Humanities Elective</td>
</tr>
</tbody>
</table>
Recommended: PHIL 240 Ethics
✓ PSYC 101 Introduction to Psychology (3 credits)
✓ PSYC 103 Principles of Human Growth and Development (3 credits)

*Applicants who are transferring to CCBC should meet with a Pathways Health Professions Academic Advisor to determine what coursework is required for both admission and graduation for the CCBC RN program.

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**OPTION 2**

**Required Prerequisites for evening/weekend and blended.**

Evening/Weekend and fall blended cohorts:

- Students for these options must have completed or be enrolled in the following required courses at the time the application is submitted
  - Summer and fall courses that are in progress will not be considered for admission.
- Courses in progress must be successfully completed prior to the start of the program.

Spring blended cohort:

- Students for these options must have completed or be enrolled in the following required courses at the time the application is submitted
  - Winter and spring courses that are in progress will not be considered for admission.
- Courses in progress must be successfully completed prior to the start of the program.

The following courses are **required** for admission:

**REQUIRED FOR ADMISSION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ BIOL 110 Biology I: Molecular and Cells*</td>
<td>4</td>
</tr>
<tr>
<td>✓ BIOL 220 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>✓ BIOL 221 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>✓ BIOL 230 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>✓ General Education Arts &amp; Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>✓ PSYC 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>✓ PSYC 103 Principles of Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>✓ ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>✓ CMNS 101 Fundamentals of Communication</td>
<td>3</td>
</tr>
<tr>
<td>✓ General Education Math Requirements</td>
<td>3-4</td>
</tr>
</tbody>
</table>

o Recommended: PHIL 240 Ethics
  o Recommended: MATH 125 or MATH 153
*Applicants who are transferring to CCBC should meet with a Pathways Health Professions Academic Advisor to determine what coursework is required for both admission and graduation for the CCBC RN program.

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**OPTION 3- THE 5 SEMESTER PLAN**

**Minimum required Prerequisites for admission to the Day Option only**

The 5 semester plan is only recommended for students with very strong academic history. It is the intent that college-ready students would have the required courses complete at the time of application and would continue to take the remaining general education program courses as co-requisites while in the nursing program. Student enrolled in this program are expected to attend full-time and complete all missing non-nursing coursework while completing the nursing course load. Eligible students will not have more than 2 previous semesters in college.

This program would require extreme rigor, long study hours and incredible time dedication on the part of the student. Students considering this program should first consider and discuss associated risks with an academic advisor.

Applicants for this option must complete or be enrolled in the REQUIRED prerequisite courses listed below by the admissions deadline for consideration. It is strongly suggested that students complete all non-nursing courses prior to admission into the clinical nursing program as this is the most difficult course option. Courses in progress must be successfully completed prior to the start of the program.

5 semester plan students are not eligible to participate in the ATB program. **This admission option is only suggested for non-working, college-ready students.**

**Required Courses** (for admission consideration – may be completed or enrolled in):

- ✓ BIOL 110 Biology I: Molecules and Cells* (4 credits)
- ✓ BIOL 220 Human Anatomy and Physiology I (4 credits)
- ✓ ENGL 101 College Composition I (3 credits)
- ✓ General Education Math Requirements (3-4 credits)
- ○ Recommended: MATH 125 or MATH 153

**If admitted, students will be required to complete the following additional courses along with clinical nursing courses:**
Additional Courses (complete before program start or along with nursing coursework):

- BIOL 221 Human Anatomy and Physiology II (4 credits)
- BIOL 230 Microbiology (4 credits)
- CMNS 101 Fundamentals of Communication (3 credits)
- General Education Arts & Humanities Elective (3 credits)
  - Recommended: PHIL 240 Ethics
- PSYC 101 Introduction to Psychology (3 credits)
- PSYC 103 Principles of Human Growth and Development (3 credits)

*Applicants who are transferring to CCBC should meet with a Pathways Health Professions Academic Advisor to determine what coursework is required for both admission and graduation for the CCBC RN program.

Minimum Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination.

Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Complete ATI TEAS testing by deadline.
5. Once you have your CCBC Student ID number, log into https://ccbc.liaisoncas.com/applicant-ux/#/login and apply to the CCBC SHP Nursing program by the application deadline. The non-refundable $50 application fee is due at time of submission.
6. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the April 15th deadline.
7. Applicants will receive an email inviting them to complete the CCBC SHP Supplemental application once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

1. This program requires that all official college transcripts be submitted to the SHP CAS preferably 4-6 weeks prior to the admission deadline.
   a. SHP CAS Transcript Processing Center
i. All official U.S. College transcripts, including CCBC, are required to be sent to the SHP CAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to the below address. Alternatively, you may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as CCBC UniCAS, SHP CAS or something similar according to how your school has it listed.

**SHP CAS Transcript Processing Center**

P.O. Box 9134
Watertown, MA 02471

b. CCBC Enrollment Services Center, Baltimore, MD

i. Additionally, ALL official U.S. College transcripts, not including CCBC, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL [http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student](http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student).

c. SHP Admission Office, Baltimore, MD

i. If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do Not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

**CCBC School of Health Professions Admission Office**

7201 Rossville Blvd.
Administration Building, Suite 100
Baltimore, Maryland 21237

2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.

a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.

b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.

c. Applications missing transcripts will not be considered for admission.
Admission Response

Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.

Applicants who are offered a seat in the program and choose to accept that seat, are required to pay a non-refundable $200 seat fee to accept their offer of admission and reserve their space in the RN programs or the PN program. The fee will be applied to the student account after the first several weeks of class. Students who accept a seat and then do not attend the program will not be eligible for a refund of the fee.

Post Admission

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

- Provide proof of current CPR certification at the Healthcare Provider Level. If you need information about CPR courses, [https://www.redcross.org/take-a-class/bls](https://www.redcross.org/take-a-class/bls)
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance and,
- Criminal background investigation, and
- Drug screening.

Important Information

- The nursing program highly recommends that students complete all required non-nursing courses before entering the program.
- In order to progress through and graduate from the nursing program, applicants must successfully complete all courses with a grade of "C" or better.
- If an applicant earned a D or F grade as the last grade in a course, even if the student is currently enrolled in the repeat, the applicant is not eligible to apply for the nursing program. The applicant must first replace the D or F grade with a passing grade. Once the new grade has been posted on the student’s transcript, then the applicant will be eligible to apply during the following admission cycle.
- Applicants who have failed out of a nursing program or have earned two failing grades in another nursing program are not eligible to apply for admission to the CCBC RN program for a period of 5 years, counting from the semester of the failure.
  - Students who have a D or F in a Nursing course taken within 5 years of the program start MUST submit a letter or email directly from that programs
Director stating that they are in good standing within the program and are currently admissible if they wish to be considered for a CCBC RN program.

- Applicants who have failed out of a nursing program (including CCBC) are eligible to apply for admission to the practical nursing program at the Dundalk campus.
- Applicants may apply to only one RN program per semester start. An applicant may not, for example, apply to both RN Blended at Catonsville and RN Days at Essex for the same start.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a Health and Science Pathways Advisor only. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at http://www.ccbc.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbc.edu