

Nursing Program

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

Admission Packet

2020 – 2021



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
Program Director, Essex Campus

Dr. Elizabeth Webster
Program Director, Catonsville Campus

Program Description

The Associate of Science 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:

- **RN Day Option:** offered on the Catonsville and Essex Campuses each fall and spring semester.
- **RN Evening-Weekend Option:** offered on the Essex Campus only in the fall semester.
- **RN Blended Option:** offered on the Catonsville Campus each 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.
- **RN Associate's to Bachelor's (ATB) Option:** is available on the Catonsville and Essex Campuses. Students must be admitted into one of the above RN programs before they will be considered for this option. *A separate ATB Admissions Guide can be found on the CCBC Nursing Website www.ccbcmd.edu/shp.* Two applications are required for admission consideration.
- **The LPN to RN Transition Option:** There is a separate Admissions Guide for this program 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.



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

Application Deadline

August 15th for Spring (Day and Blended)
January 31st for Fall (Day, Eve/Wknd, Blended)

Minimum Admission Criteria

- GPA of 2.50 or higher, calculated from prerequisite, general education, and nursing program required courses.
- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination.
- All courses (prerequisite, general education, and program requirements) required for admission into the nursing program must be completed with a grade of ‘C’ or better. Review the Important Information section of this guide for additional instruction.
- Basic computer literacy.

Required Entry Exam

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS by the deadlines below:

August 1st deadline for the August 15th application deadline
January 15th deadline for the January 31st application deadline

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
- Reading – 69.0% or higher



TEAS scores are valid for just two years. The scores cannot be more than two years old at the TEAS deadline. If the TEAS exam was taken more than two years before the TEAS exam deadline for your program, then you will need to re-test. If your scores on the TEAS exam do not meet the recommended or required minimums, then we strongly encourage you to re-test.

Additional information for the TEAS can be found at: <http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx>

Required Prerequisite Coursework

DAY OPTION

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.**

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

- BIOL 110 Biology I: Molecular 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

Additional Courses – For **best consideration** complete before admission deadline:

- 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)



EVENING/WEEKEND & BLENDED OPTION

Required Prerequisites for evening/weekend and blended.

Students for these options must have completed or be enrolled in the following required courses at the time the application is submitted. Courses in progress must be successfully completed with a 'C' or better prior to the start of the program.

Evening/Weekend and fall blended cohorts:

- Summer and fall courses that are in progress will not be considered for admission.

Spring blended cohort:

- Winter and spring courses that are in progress will not be considered for admission.

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

REQUIRED FOR ADMISSION

- | | |
|---|---|
| ▪ BIOL 110 Biology I:Molecular and Cells* (4 credits) | ▪ PSYC 101 Introduction to Psychology (3 credits) |
| ▪ BIOL 220 Human Anatomy and Physiology I (4 credits) | ▪ PSYC 103 Principles of Human Growth and Development (3 credits) |
| ▪ BIOL 221 Human Anatomy and Physiology II (4 credits) | ▪ ENGL 101 (3 credits) |
| ▪ BIOL 230 Microbiology (4 credits) | ▪ CMNS 101 Fundamentals of Communication (3 credits) |
| ▪ General Education Arts & Humanities Elective (3 credits) <ul style="list-style-type: none">○ Recommended: PHIL 240 Ethics | ▪ General Education Math Requirements (3-4 credits) <ul style="list-style-type: none">○ Recommended: MATH 125 or MATH 153 |

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. Students 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)



Transfer

*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.

Steps for Application

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://shp.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.
 - a. If you need assistance with the program application, you can watch the video in the application or,
 - b. You can watch our YouTube video [showing an application walkthrough at https://www.youtube.com/channel/UCGjilbh2ahegelcxERFZ99w?view_as=subscriber](https://www.youtube.com/channel/UCGjilbh2ahegelcxERFZ99w?view_as=subscriber)
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 application 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

Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the School of Health Professions Office. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

- 1) SHP CAS Transcript Processing Center – there are two ways to send official transcripts;
 - a) Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.



You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.

- b) US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the unsealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address,

**SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471**

- 2) CCBC Enrollment Services Center, Baltimore, MD

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 www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

- 3) SHP Admission Office, Baltimore, MD

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.
Carol Diane Eustis Center for Health Professions
Building, Suite 102
Baltimore, Maryland 21237**



CCBC

The incredible value of education.
www.cbcemd.edu

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- 4) 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.

- Proof of current CPR certification at the Healthcare Provider Level. If you need information about CPR courses, <https://cpr.heart.org/en/courses/basic-life-support-course-options>
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance,
- 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 used for admission consideration, 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 W, 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.ccbcmd.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@ccbcmd.edu

