APPLICATION FOR
ASSOCIATE DEGREE NURSING PROGRAM
(LPN TO RN)

APPLICATION DEADLINE: JANUARY 15TH FOR THE FOLLOWING FALL SEMESTER

GARDEN CITY
COMMUNITY COLLEGE

GARDEN CITY COMMUNITY COLLEGE
801 Campus Drive
Garden City, KS 67846
620-276-7611 Main Campus
620-276-9560 Nursing Department
www.gcccks.edu

Printed 07/13

Dear Prospective RN Student:

Thank you for your interest in continuing your nursing education at Garden City Community College. The Associate Degree Nursing Program at GCCC has educated nurses since 1972. Our graduates are successful professionals in a variety of clinical settings and are well respected for their clinical expertise.

The Nursing Program at Garden City Community College is accredited by the Accreditation Commission for Education in Nursing and approved by the Kansas State Board of Nursing. After articulation and successful completion of the associate degree nursing (ADN) program, you will be awarded an Associate of Science Degree or an Associate of Applied Science Degree and will be eligible to take the examination for licensure as a Registered Nurse.

Please find in this booklet the materials and information necessary for applying to the nursing program. This includes information regarding advanced standing as a licensed practical nurse, as well as a checklist to assist you in the completion of the application process. To simplify the application process, we have included a checklist within this booklet.

After completing the items on the checklist, we encourage you to call the Department of Nursing Education at 620-276-0447 or 620-276-9566 for an appointment to discuss your plans to pursue a career in nursing.

The world of the registered nurse is exciting and challenging, and the opportunities for practice have never been greater. We look forward to meeting and visiting with you about your education and the nursing program.

Sincerely,

Shellie Emahizer, MSN, RN
Director of Nursing Education
Garden City Community College

TABLE OF CONTENTS

GENERAL INFORMATION

Garden City Community College nursing program embraces a career ladder approach to nursing. Students that successfully complete semesters three and four are eligible to take the examination for National Licensure as a Registered Nurse.

The program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Kansas State Board of Nursing. The ACEN can be contacted for information about the program at ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000.

Garden City Community College is officially accredited by the Higher Learning Commission, 230 Soth LaSalle, Suite 7-500, Chicago, IL 60604 and the Kansas State Board of Regents.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees, or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Director of Human Resources, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-7611.

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations". Please notify the instructor during the first week of class of any accommodations needed for the course.

Garden City Community College is complying with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-7611.

LEGAL QUALIFICATIONS FOR APPLYING FOR LICENSURE

Kansas State Law, as documented by the Kansas Nurse Practice Act, states:
1. Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:
    o have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations. Instructions for Foreign Nurses may be found on the Kansas Board of Nursing website.

- have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
- file with the board a written application for a license.

2. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse or as a licensed practical nurse if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:
   - to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 of chapter 21 of the Kansas Statutes annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

From: Kansas Nurse Practice Act Statutes & Administrative Regulations. Kansas State Board of Nursing Topeka, KS. October 2023.

STUDENT BACKGROUND CHECK POLICY

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks.

The background check policy is to apply to all students accepted into Garden City Community College (GCCC) Nursing Program that involves assignment to a clinical health care facility. Full admission is contingent upon a favorable background check.

GARDEN CITY COMMUNITY COLLEGE DEPARTMENT OF NURSING EDUCATION DOES HAVE A DRUG/ALCOHOL TESTING POLICY THAT MUST BE FOLLOWED BY ALL STUDENTS ENROLLED IN THE NURSING PROGRAM.

APPLICATION PROCESS

GUIDELINES FOR ALL LPN's PRIOR TO ACCEPTANCE INTO THE ADN PROGRAM

APPLICANT'S FILE MUST BE COMPLETE by January 15th. Late applications may be accepted at the discretion of the Director of Nursing Education. Address all application materials to:

> Garden City Community College
> Department of Nursing Education
> 801 Campus Drive
> Garden City, KS 67846

1. **Complete an application for admission to Garden City Community College.**

2. **Complete a nursing application to the GCCC Department of Nursing Education.**

3. **Complete placement testing -** NELSON DENNY and ACCUPLACER placement tests are required before enrollment. These placement tests may be scheduled at the GCCC Testing Center 620-276-9654.

   a. **Nelson Denny reading test (*required for all nursing students*).** A composite score of 12 or higher is required for the nursing program. If the composite score is below a 12, additional reading classes will be required.
   b. **ACCUPLACER math placement test** (not required if a math class has already been successfully completed i.e., Intermediate or College Algebra)
   c. **ACCUPLACER writing placement test** (not required if an English Composition class has already been successfully completed, i.e., English I)
   d. **Basic English, Reading Improvement and/or College Reading, College Math and English as a second Language classes may be required** if placement scores indicate weakness in any subject. These classes must be completed with a minimum grade of "C" or higher.
   e. **English as a second language:** If English is the student's second language, the student will be advised to take English as a Second Language Classes, Basic English, Reading Improvement and/or College Reading based on the placement score. (K.A.R. 60-3-107)

4. **Current/Active Kansas LPN license.**

5. **Schedule and complete a Plan of Study with the Nursing Student Success Coordinator at which time the following will be reviewed:**

   a. **Results of the placement testing:** During this process the student will be advised on classes needed to become prepared for the nursing program.

   b. **High School Diploma and transcript / GED completion:** A high school transcript or GED completion is required for college entrance. The classes will be reviewed to help direct your plan of study.

c. **College transcript**: If you have completed any college courses at another college or university, an **official transcript** must be sent to the registrar's office at Garden City Community College. When you meet with the Nursing Student Success Coordinator to develop your plan of study, an unofficial transcript or a copy is sufficient for counseling purposes. An unofficial transcript can be acquired through the registrar's office.

d. **Completion of the following with a minimum grade of "C" prior to admission:**
   1. Chemistry (CHEM 105 or higher) (5 hours)
   2. Anatomy & Physiology I & II (BIOL 211 & 212) (8 hours)
   3. Developmental Psychology (PSYC 210) (3 hours)
   4. General Psychology (PSYC 101) (3 hours)
   5. Microbiology (BIOL 213) (5 hours)
   6. English I (ENGL 101) (3 hours)
   7. Intermediate Algebra (MATH 107 or higher) (3 hours)
   8. College Success (PCDE 101) (1 hour)
   9. Successful completion of **All Practical Nursing Classes**

e. **Grade Point Average:** A cumulative Grade Point Average (GPA) of 2.5 is required.

RANKING FOR FINAL SELECTION

Students will be ranked based on the following:

- **Anatomy & Physiology I, Microbiology, and Chemistry (only if taken at college level)**: Class grade times the number of credit hours (A = 4 points; B = 3 points; C = 2 points). Mid-term grades will be used for classes in progress.
- Composite score on the **Nelson Denny** reading test.

	Maximum Points Possible
Nelson Denny Reading Test	18.9
Anatomy & Physiology I	16
Microbiology	20
Chemistry (only college level)	20
Total	**74.9**

1. Student must have completed all prerequisite courses with a minimum grade of "C" or above. Students with courses in progress during selection must have a midterm grade of "C" or above.
2. All math and science classes to be considered must have been taken within the last five (5) years of admission to the nursing program.
3. Applicant not meeting deadlines cannot be guaranteed consideration for admission.
4. If one or more applicants are tied for the last opening, all materials of the applicant will be reviewed to determine to most qualified applicant.

ACCEPTANCE OF APPLICANTS

Admission into the nursing program is dependent upon faculty availability, availability of clinical experiences, the quality and number of applicants, and requirements set by Kansas State Board of Nursing.

Applicants will be notified in writing of their acceptance or non-acceptance. Scholarship, health history forms and the background check form will be given to accepted applicants at this time. Applicants must respond in writing of their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter.

Failure to respond will result in forfeiture of the position in the Associate Degree Nursing Program.

REAPPLICATION

1. Applicants who are not selected for admission must reapply for the next program by the **January 15th deadline.** Files of applicants who do not reapply will be deleted.

ENTRANCE REQUIREMENTS

After notification of admission, the applicant must provide proof of the following prior to the first day of class:

1. Submission of completed favorable background check.

2. Current American Heart Association CPR certification for **Health Care Providers.**

3. Current/Active Kansas Licensure for Practical Nursing (LPN).

4. Each student must have a physical examination by a physician, nurse practitioner, or a physician assistant and a completed health screening/health history form supplied by Garden City Community College Department of Nursing Education.

5. Health records from colleges and/or students will be required to include the following for each student:

   a. **Immunizations required:**

      1. **MMR, Varicella** – Proof of immunity or immunization record.

      2. **Tetanus** – a dose within the last ten (10) years. A one-time dose of Tetanus, Diphtheria, and Pertussis (Tdap) is recommended for health care providers.

      3. **Hepatitis B** – The Hepatitis B Vaccination Series is not required but strongly encouraged. If declined, a waiver must be signed.

4. **Influenza vaccine** - Annually in season. If declined, a waiver must be signed.

5. **Covid-19 Vaccine** – As required by each clinical partners requirements.

b. **Testing Required:**

1. **TB** – Prior to beginning clinical rotation, the student must submit a completed TB questionnaire. This may change in accordance with KDHE requirements and/or our clinical partners requirements.

Failure to comply with the above entrance requirements may result in forfeiture of your position in the nursing class.

COURSE OUTLINE

Prerequisites PN	Course #	Credit
Anatomy & Physiology I	BIOL-211	4
Anatomy & Physiology II	BIOL-212	4
General Psychology	PSYC-101	3
Developmental Psychology	PSYC 210	3
College Skills Develop.	PCDE-101	1
Intermediate Algebra*	MATH-107	4
Prerequisites ADN		
Chemistry	CHEM-105 or higher	5
Microbiology	BIOL-213	5
English 1	ENGL-101	3
PN Coursework**	-	17
ADN Fall Semester		**10 hours**
Advanced Clinical Skills	NURS-200	1
Health Alterations Clinical	NURS-202	3
Health Alterations	NURS-204	3
Advanced Maternal Child	NURS-205	2
Advanced Leadership	NURS-206	1
ADN Spring Semester		**11 hours**
Complex Health Clinical	NURS-212	5
Complex Health Alterations	NURS-214	3
Advanced Mental Health	NURS-215	1
Transition to Professional Practice	NURS-216	2
DEGREE CREDITS		
College Algebra (AS)	MATH-108	3
English II (AS)	ENGL-102	3
Fine Arts & Humanities Credits (2) (AS)		6
Social Science Credit (AS)		3
Student Success Credit		1
Wellness Credit		2

* The maximum of 13 credit hours will be used from Practical Nursing Course work (PN Certificate Program) towards degree requirements.

** Courses must be completed by the semester indicated.

*** Additional courses may be required dependent upon degree type and/or recommendations of the program director.

APPROXIMATE COST OF PROGRAM

Background Check (After acceptance & prior to admission)		$50.00
Associate Degree Nursing Courses		
Fall Semester *(NURS 200, 202, 204, 205, 206)*	**10 hours**	
Books-new (package deal)		$85.00
Nursing Fees: (Liability Insurance, Lab Fee, Badges, & ATI)		$780.00
Tuition & Fees		$1180.00
	Semester Total	$2095.00
Spring Semester *(NURS 212, 214, 215, 216)*	**11 hours**	
Licensing Fees (subject to change)		
• NCSBN		$200.00
• KSBN		Single State $100 Multi-State $125
Nursing Fees: (Liability Insurance, Lab Fee, Pin, ATI & ExamSoft)		$545.00
Tuition & Fees		$1298.00
	Semester Total	$2168.00
General Education/Prerequisite Courses		
Anatomy & Physiology I & II (BIOL 211 & 212)	8 hr	$944.00
General Psychology (PSYC 101)	3 hr	$354.00
Intermediate Algebra (MATH 107)	3 hr.	$354.00
Development Psychology (EDUC 110)	3 hr	$354.00
Microbiology (BIOL 213)	5 hr	$590.00
English I (ENGL 101)	3 hr	$354.00
Wellness Credit	2 hr	$234.00
Chemistry (CHEM 105 or higher)	5 hr.	
College Success	1 hr.	
General Education courses Total		
Approximated Grand Total		

- The above prices are approximations. Prices are subject to change.

CHECKLIST FOR APPLICATION
GCCC LPN TO RN NURSING PROGRAM

The following must be completed before the program director will review your application and by the January 15ᵗʰ deadline to be considered for the ADN program:

1. _____ Complete the admission application to Garden City Community College

2. _____ Complete ADN nursing application to GCCC Nursing Program

3. _____ Send official high school transcript/GED test scores sent to GCCC Registrar

4. _____ Send all official college transcripts from all schools sent to GCCC Registrar.

5. _____ Completion of all prerequisite courses with a minimum grade of "C" or higher. (Math and Science classes may not be more than 5 years old).

6. _____ Complete Nelson Denny reading test with score of 12 or higher (required for all nursing students).

7. _____ Complete Accuplacer writing and math placement tests.

8. _____ Plan of Study developed with ADN Faculty Advisor or /Nursing Student Success Coordinator.

9. _____ Current/Active Kansas Practical Nurse License with IV certification.

10. _____ *International students*: all required documentation on file with the Admissions Office

It is highly recommended that you begin this process early in the fall semester to allow adequate time for transcripts to be mailed, complete your testing, and schedule an appointment with the Faculty or Nursing Advisor. Appointments are to be scheduled in advance and walk-ins are not accepted. Please plan accordingly.

GARDEN CITY COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM APPLICATION

Personal Data

Social Security #: __ __ __/__ __/__ __ __   Student ID #: __ __ __ __ __

Name _____ / _____ / _____ / _____
    Last   First   Middle   Maiden

Address _____ City _____ State _____ Zip_____

Phone: Home (____) _____-_____ Cell(____) _____-_____ Work(____) _____-_____

Email Address (Other than your GCCC email address) _____

Gender: Male   Female   Marital Status: Single   Married   Widowed   Divorced
Birth date __ __/__ __/__ __
Do you have dependent children at home? Yes   No   How many?_____
Data from these questions are used for statistical purposes only

Emergency Contact Person:

Name _____ / _____ / _____ / _____
    Last   First   Middle   Maiden
Day Phone (_____) ____-_____   Evening Phone (_____) _____-_____

Educational Data

High School Graduate? Yes No   Year: _____   School Name: _____

GED? Yes No   Year: _____   School Name: _____

List all college(s) attended

Name	City/State	Date Attended	Graduated	Degree

Employment History: (Start with current job and note any health care experience)

Employer	Position	From	To

Have you ever been convicted of anything other than a moving traffic violation?   Yes   No
If you answered YES to the above question, please explain on the back of this form.

International students should contact the Admissions Office at 620-276-9531 to ensure that the proper paperwork is on file.

I certify that the information given above is correct and complete.

Student signature: _____   Date: _____

HIGH SCHOOL TRANSCRIPT REQUEST

To: Registrar's Office

NOTE: Fee may be <u>required</u> for transcript

_____

Name of High School

_____

Address

_____

City, State Zip

Please send a complete official copy of my transcript to:

Registrar's Office
Garden City Community College
801 Campus Drive
Garden City, KS 67846

PLEASE SHOW GRADUATION
DATE ON HIGH SCHOOL
TRANSCRIPT

FROM:_____

Student's Last Name   First Name   M.I.   Maiden Name

_____

Mailing Address

_____   _____

Date last enrolled in high school   Telephone Number

_____   _____

Social Security Number   Student Signature

COLLEGE TRANSCRIPT REQUEST

To: Registrar's Office

NOTE: Fee may be <u>required</u> for transcript

_____

Name of College

_____

Address

_____

City, State Zip

Please send a complete official copy of my transcript to:

Registrar's Office
Garden City Community College
801 Campus Drive
Garden City, KS 67846

PLEASE SHOW GRADUATION
DATE ON TRANSCRIPT

FROM:_____

Student's Last Name   First Name   M.I.   Maiden Name

_____

Mailing Address

_____   _____

Date last enrolled in college   Telephone Number

_____   _____

Social Security Number   Student Signature

Notice: This transcript request form should be mailed directly to your school(s) and not to GCCC.

Reviewed and Revised
6/05, 6/08, 7/09, 12/10, 6/13, 5/24