

Dear Prospective Transition Associate Degree in Nursing Student:

Thank you for demonstrating an interest in our Associate Degree in Nursing (A.D.N.) Program. The following information is designed to assist with the admission process, explain expectations, and answer questions regarding the Program.

To begin, the Central Texas College admission requirements are presented in the current College catalog (http://www.ctcd.edu/catalogs/2008_2009_TX/admissions_reg.pdf). All students must be Texas Success Initiative (TSI) complete prior to admission to the ADN Program. **No exemptions** are granted from testing **except** for those who have completed transfer classes in the required testing areas – reading, writing, and math skills.

Please make an appointment with a counselor at Guidance and Counseling (Building 119) for assistance. Ms. Marie Light is our dedicated nursing guidance counselor. If possible, bring copies of all prior college transcripts to this appointment. Initially, prospective A.D.N. students are placed on a General Studies Degree Plan (pre-nursing).

Students selected for the A.D.N. Program are ranked and selected based upon the performance of the applicant pool for each class to include:

- overall grade point average (**GPA**) on all CTC A.D.N. Degree Plan coursework; (minimum 2.5)
- overall **GPA** on lab science coursework undertaken on the A.D.N. Degree Plan;
- Nurse Entrance Test (**NET**) performance

In addition, **prior to final acceptance and registration into the first semester of the Program**, students are required to submit the following:

- Mandatory physical exam with activity status noted;
- Negative criminal history background check;
- Negative drug screen (5 or 7 panel); and
- Mandatory CPR and immunization requirements. (**Hepatitis B takes 6 months, Start early**)

Please keep the Department of Nursing informed of name, address, and phone number changes in writing so that you may be contacted as needed.

Please do not hesitate to contact us if you have additional questions regarding the Program.

The Department of Nursing is open Monday through Thursday, 7:30 a.m. until 5:30 p.m. and Friday 7:30 a.m. to 11:30 a.m.

Telephone numbers are (254) 526-1890 or (254) 526-1266
or 1(800) 792-3348, extension 1890 or 1266.

The fax number is: (254) 526-1765.

The e-mail addresses are:

- Danielle.Bernal-Perry@ctcd.edu, or
- Carmen.Victoroff@ctcd.edu

Our Mailing address is:

Department of Nursing
Central Texas College
P.O. Box 1800
Killeen, TX 76540-1800

Our Physical address is:

Department of Nursing
Central Texas College
Nursing & Science Bldg #150, Room 1101
6200 W Central Texas Expressway
Killeen, TX 76549-4199

We look forward to the possibility of working with you.

Sincerely,

Sandra Thomason, M.S.N., R.N.
Chair, Department of Nursing
Central Texas College

Central Texas College District does not discriminate in admissions or access to, or treatment or employment in, its programs, and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.

Revised 08/2005; 11/2005; 02/2006; 9/2006; 10/24/06; 9/2007; 11/2007; 9/2008

Central Texas College
Associate Degree in Nursing Program

General Information

Nursing offers many opportunities to those men and women who select this career. Nursing is a dynamic profession which applies knowledge from scientific and humanistic theories in a unique way. Nursing is focused on the client's attainment of wellness and the contributions made to society. Through the use of the nursing process, nurses assist clients to determine, attain, and maintain the optimum level of wellness permitted. Associate Degree Nursing (A.D.N.) graduates are prepared for practice in a variety of health care settings in the community.

The Transition to ADN Program admits eligible students in the fall or spring semesters. The coursework on that degree plan requires three semesters to complete. Upon completion, graduates are eligible to receive an Associate of Applied Science Degree and become candidates for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). A candidate who successfully passes this exam is then licensed to practice as a professional nurse, Registered Nurse (RN)

The A.D.N. Program provides the student with classroom instruction and coordinated clinical experiences in the nursing care of clients in local health care agencies under the supervision and guidance of college professors. The CTC A.D.N. Program is approved by the Texas Board of Nursing (TBON) is fully accredited by the National League for Nursing Accrediting Commission, Inc., (NLNAC).

Revised 08/2005; 11/2005; 02/2006; 10/2007; 11/2007; 9/2008

Central Texas College
Associate Degree in Nursing Program
Transition from Vocational to Professional Nursing

Admission Policy

Applicants for the (Transition – VN) A.D.N. Program must be admitted to Central Texas College first.

After being admitted to the College, the following is required of all applicants to be considered for admission to the A.D.N. Program:

- apply to the A.D.N. Program at CTC;
- hold a current LVN/LPN license from any state;
- submit official transcripts to the Department of Nursing from all prior colleges and universities attended to include an LVN/LPN transcript. If your transcripts were sent to CTC's Records and Registration, a release must be signed at Building 119 (Student Services) for the transcripts to be sent to the CTC Department of Nursing. Only transfer courses with a grade of a "C" or better will be considered for the CTC A.D.N. Nursing Degree Plan;
- two work references, as an LVN/LPN, one of which is from a present supervisor. Appraisal forms are provided at the conclusion of this packet. All applicants for this course must have been employed one year full-time or two years part-time as a GVN/LVN in the two calendar years prior to admission to the Transition Course (RNSG 1327); for example 1600 hours in the two years immediately preceding the beginning of the Transition Course;
- the experience requirement for the Transition/A.D.N. Program may be waived before entry into the Program provided the following requirements are satisfied:
 1. graduation from a vocational nursing program,
 2. current, valid LVN/LPN license,
 3. attainment of at least a "B" (or 80%) or greater average in all courses in the vocational nursing program,
 4. provision of a letter from the director or coordinator of the vocational nursing program recommending such a waiver, and
 5. completion of all general education prerequisite courses for the Transition Program;
- make an appointment with a counselor at CTC in Guidance and Counseling, Building 119 for assistance. Initially, prospective A.D.N. students are placed on a General Studies Degree Plan (pre-nursing);
- complete all prerequisite courses to Transition from Vocational to Professional Nursing (RNSG 1327) with a "C" or better and **achieve an overall A.D.N. Degree Plan GPA of 2.5 or greater**. Non-nursing co-requisites on the Transition to ADN Degree Plan may also be completed during this time;
- **be Texas Success Initiative (TSI) complete**. You must have the following scores (or the equivalent on a comparable exam) on the ASSET: **Reading: 41+, Writing 41+ with 6+ on the essay component, and Math 41+**. **No exemptions** from testing are granted **except for** those with transfer classes in the required testing areas (reading, writing, and math);
- complete the Pre-NET exam (free of charge) in Building 118, Room 15, receive feedback, re-direct your studying if necessary, and repeat the Pre-NET. Then, when ready, complete the Nurse Entrance Test (NET) successfully within three attempts passing both math and reading on the same test. **The NET math score must meet or exceed 65% (composite score) with not more than three (3) subsets below 70%. The NET reading score must meet or exceed 51% (composite score)**. Additional information regarding preparation for the NET is included on this web site;
- **attain a minimum of a 2.5 overall (average) GPA (on a 4.0 scale) for all CTC ADN Degree Plan courses whether taken at CTC or transferred from another college or university;**
- **attain a minimum of a 2.5 overall (average) GPA (on a 4.0 scale) for all lab science courses. Lab science courses over five (5) years old must be repeated;** and
- call the Department of Nursing to **schedule the mandatory Small Group Interview Meeting** with the A.D.N. Coordinator or designee **during the semester in which you are completing the last of your prerequisite courses, are TSI complete, and have passed the NET. Your CTC Department of Nursing application, NET scores, TSI exam scores and all transcripts must be received in the Department prior to scheduling** the mandatory Small Group Interview Meeting.

When you are notified of selection to the A.D.N. Program and prior to registration for the first semester nursing courses, you must provide validation in the form of original documents and one photocopy each of the following mandatory immunizations:

Tetanus/Diphtheria (TD) One dose is required every ten years.

Polio Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.

Measles Students born on or after January 1, 1957 must have two doses of measles-containing vaccine administered since January 1, 1968. Those born prior to January 1, 1957 must show one dose.
Or serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).

Mumps One dose required.
Or serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).

Rubella One dose required.
Or serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).

Hepatitis B Students must complete the Hepatitis B series which consists of three injections given at day 1, 30, and 180. The **series consists of 3 injections over a 6 month period of time – please plan accordingly!**
Or serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).

Tuberculin Must complete within 90 days of starting

Purified Protein Derivative (PPD) classes and each year afterward.

Varicella Must receive two doses of varicella (**Chicken Pox**) vaccine unless the first dose was received prior to age thirteen.
Or a written statement from a physician, the student's parent or guardian, or school nurse supporting a history of varicella is acceptable.
Or serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).

[Title 25 Health Services Rule 97.64 and Rule 97.65 of the Texas Administrative Code (April 2004)]

Physical Examination on the CTC Department of Nursing form (printed on both sides of the paper) completed 90 days prior to the beginning of classes.

The student completes the first side and the medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), or nurse practitioner (NP) completes the second side.

Please make certain that the activity level is noted on the physical exam form signed by the health care provider.

During progression through the Program, proof of physical examination or diagnostic tests as recommended or required must include the physician's return to class/clinical documentation following illness, injury, surgery, and/or pregnancy, for example.

Current Cardiopulmonary Resuscitation (CPR) course completion – Basic Life Support – Health Care Provider (BLS) or CPR for the Professional Rescuer (please furnish the original card and a photocopy – front and back)

Negative Criminal History Background Check and Negative 5 or 7 panel Drug Screen – All criminal history background check and drug screen tests *must be conducted and verification of negative results received after selection, but prior to enrollment in the A.D.N. Program*. Negative results for the criminal history background check (completed on-line with directions provided) and drug screen tests will be honored for the duration of the enrollment period in the Program if there has not been a break from enrollment in the Department of Nursing at Central Texas College. A break in enrollment is defined as nonattendance of one full (16 week) semester or more.

The prospective student will also sign a statement agreeing to:

1. inform the Department of Nursing Chair and/or the clinical agency facility if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen, or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the TBON, may prohibit progression in the program or eligibility for licensure.
2. a “for cause” drug screen.
3. provide a birth certificate, U.S. passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Each prospective student must bear the cost of all the above requirements.

Neither the College nor the clinical agency facilities provide medical coverage or workmen’s compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

There are questions on the Texas Board of Nursing (TBON) Application for Licensure regarding criminal convictions, treatment for mental illness, and alcohol or drug addiction/treatment. The TBON may deny licensure to individuals with previous problems in one or more of these areas.

Please go to <http://www.bne.state.tx.us>, click on other Application and Forms, then Candidates for Licensure, then Declaratory Order Form for more information.

“Time Frames: Please note the eligibility determination takes a minimum of 3-6 months. Disclosure of a positive criminal background will prohibit registration. The student will be advised to petition the Board for an eligibility determination PRIOR to enrollment in a nursing program.”

The prospective student for the CTC Department of Nursing will not be considered for admission until the Declaratory Order outcomes (in the case of a positive criminal history background check) are received by the Chair of the Department from the prospective student/TBON.

Please refer to the “FREQUENTLY ASKED QUESTIONS REGARDING PETITION FOR DECLARATORY ORDER” on the TBON website for additional information.

Additional Need-to-Know Information

Students will be required to complete nationally normed and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations. In the fourth semester of the curriculum (the final semester of the Program), students are required to take a nationally normed comprehensive examination and earn the required score on the examination in order to pass the course and graduate. This examination is predictive of success on the NCLEX-RN®.

Progression Requirements

To progress in the CTC A.D.N. Program, the following requirements must be met:

- achievement of a grade of “C” or higher in all courses in the A.D.N. Degree Plan including general education and nursing courses;
- achievement of a minimum 75% test average or higher in all nursing courses; achievement of a minimum of 75% or higher on the overall points available in all nursing courses to include each clinical rotation;
- successful completion of all pre-requisites prior to or concurrently with the nursing courses as set forth in the A.D.N. degree plan;
- successful completion of all courses in each semester of the curriculum before progressing to the next semester of nursing coursework;
- completion of the CTC A.D.N. Program within four years of the first enrollment in RNSG 1327 or its equivalent;
- current CPR certification – BLS for Health Care Providers or CPR for the Professional Rescuer;
- current malpractice, liability insurance (included in registration fees);
- completion of and proof of physical examination, doctor’s release forms (as appropriate), or diagnostic tests as recommended or required;
- completion of and proof of annual PPD, immunizations as required by the state, and/or other testing as recommended or required;
- negative 5 or 7 panel drug screen and negative criminal history background check;
- completion of standardized assessment tests with acceptable scores; and
- performance in clinical agency settings and demonstration of behavior in the classroom in accordance with the Standards of Practice as set forth in the Rules and Regulations of the Texas Board of Nursing (TBON). Failure to perform to these standards may result in disciplinary action to include, but not limited to, dismissal from the Program.

Readmission Policy

If a student does not successfully complete any nursing (RNSG) course or withdraws from a nursing course with a failing average, the student may apply for readmission to the CTC Nursing Program only two times for a classroom or theory course, and only one time for a clinical course. This applies to the following nursing courses: RNSG 1105, 1115, 1162, 1209, 1251, 1262, 1301, 1327, 1331, 1347, 1363, 1413, 1417, 2201, 2213, 2221, 2341, 2360, 2362, and 2363. **Failure of three nursing courses will result in ineligibility for readmission.**

Transfer Students

Transfer students must:

- meet general CTC admission requirements and meet those of the Department of Nursing;
- possess an overall 2.5 GPA or higher on a 4.0 scale in the CTC A.D.N. Degree Plan courses for both transfer courses and courses completed at CTC;
- possess a lab science GPA of 2.5 or higher;
- present official copies of transcripts from all colleges and universities attended (syllabi for nursing courses and other coursework may be requested for evaluation);
- apply in writing to the CTC A.D.N. Admissions and Standards Committee for admission to the Program;
- acknowledge that placement in a nursing course will be dependent upon space availability and recommendations from the A.D.N. Admissions and Standards Committee;
- complete the A.D.N. Program within four years of the first enrollment in RNSG 1327 or its equivalent;
- acknowledge that transfer students who have failed in another college or university’s nursing program may be admitted to the CTC A.D.N. Program **only provided** s/he is eligible for readmission to the nursing program from which s/he is transferring. Official letters from the original program are required for validation of same;
- be aware that transferring student nurses **are admitted with the understanding that readmission following any CTC Department of Nursing failure will be denied;** and
- meet the CTC residency requirement that 25% of the nursing degree plan coursework must be successfully completed at CTC.

Part-time Policy

Students desiring to enroll in the A.D.N. Program in part-time status must:

- mark “part-time” on the CTC Department of Nursing A.D.N. Application;
- must petition, in writing, a change in enrollment status from “part-time” to “full-time” to the A.D.N. Admissions and Standards Committee the semester prior to the change;
- petition, in writing, a change in enrollment status from “full-time” to “part-time” to the A.D.N. Admissions and Standards Committee the semester prior to the change;
- successfully complete all coursework in a given semester of the nursing degree plan prior to progressing to the following semester’s courses; and
- complete the A.D.N. Program within four years of the first enrollment in RNSG 1327 or its equivalent.

Challenge Students

The Challenge option is available to transfer students from Diploma, other A.D.N., and/or BSN programs if the following requirements are met:

- complete admission to CTC;
- complete all admission requirements to the CTC A.D.N. Program;
- submit proof of eligibility for readmission to the nursing program from which transferred;
- attain a minimum GPA of 2.5 (on a 4.0 scale) on the A.D.N. Degree Plan coursework and a minimum GPA of 2.5 (on a 4.0 scale) on lab science courses;
- have no prior enrollment at CTC in the course(s) to be challenged;
- have no grade lower than a “C” on a comparable course from the program from which transferred;
- meet the pre- and co-requisites of the course and complete the nationally normed testing requirements of the course to be challenged;
- submit a letter requesting admission and approval to challenge a nursing course to the Department Chair and/or the A.D.N. Admissions and Standards Committee;
- receive the approval of the Department Chair and/or the A.D.N. Admissions and Standards Committee, Semester/Level Coordinator, and the course Lead Professor of the first, second and/or third semester nursing course to be challenged;
- contact the Semester/Level Coordinator, Lead Professor, and/or designee to be provided with a course syllabus, progression and nationally normed testing requirements, and a list of required learning materials (learning guide, texts, other course materials);
- challenge the course one time only;
- attain a final score of 80 or higher to receive evaluated credit;
- understand that successful challenge of a course will not guarantee admission to the semester immediately following the challenge process;
- complete the A.D.N. Program within four years of the first enrollment in RNSG 1327 or its equivalent; and
- meet the CTC residency requirement of 25% of the A.D.N. degree plan coursework being completed at CTC.

Estimated Costs of the CTC Associate Degree in Nursing Program*

- Tuition and Fees – Refer to the current CTC Schedule Bulletin
- Books and other learning tools – approximately \$500.00 per semester
- Nurse Entrance Test (NET) - \$20.00 per exam
- 5 or 7 panel drug screen - \$35.00
- criminal history background check (completed on-line) - \$20.00 plus \$14.00 for each county resided in for the past 7 years
- physical examination and immunizations – dependent upon facility
- CTC Department of Nursing Uniform and shoes – approximately \$75.00
- nationally normed, web-based testing - \$65.00 per semester (included in registration fees)
- malpractice, liability insurance – included in registration fees
- transportation expenses – dependent upon clinical rotations and agency locations. Students are responsible for transportation between home, CTC, and the various health care agencies assigned which are located in Killeen, Lampasas, Copperas Cove, Temple, Georgetown, Round Rock and Gatesville. All students are expected to travel to and from these areas at his/her expense.
- membership in the CTC Student Nurse Association – dues for 2 years - \$70.00 (optional, but participation is encouraged)
- application for “Initial Licensure” to the Texas Board of Nursing (TBON) - \$139.00 (subject to change and **completed in the fourth/final semester**)
- fingerprints to accompany the BNE application - \$25.00 (subject to change and **completed in the fourth/final semester**)
- NCLEX-RN® Application - \$200.00 (subject to change and **completed in the fourth/final semester**)
- CTC Graduation Fee - \$25.00 (please refer to the current CTC Catalog)

* **Costs are subject to change.**

FREQUENTLY ASKED QUESTIONS REGARDING THE CENTRAL TEXAS COLLEGE ASSOCIATE DEGREE IN NURSING PROGRAM

How do I know if I want to become a Registered Nurse?

Becoming a Registered Nurse is a big commitment with many of learning and growth possibilities both personally and professionally. It requires dedication and discipline to become a professional. Working with individuals and their significant others to attain health is a most challenging endeavor. There will always be a great need for RNs in the workforce.

The Associate Degree in Nursing Program is one of three ways to become eligible for the NCLEX-RN®. In addition, a diploma in nursing and a bachelor's degree in nursing are options. Texas has two remaining diploma programs which are three years in length and are hospital-based. Also, the bachelor's degree in nursing, or BSN, focuses on a broader level of preparation for entering the profession of nursing, includes a liberal arts foundation, and focuses on additional professional practice skills and experience areas.

The CTC Nursing Professors encourage and facilitate student to continue their education in nursing. Many of our graduates now possess undergraduate and graduate degrees in nursing as well as other disciplines.

How do I get more information?

www.ctcd.edu/nursing or call (254) 526 – 1890 or 1266 or 1150 for more information.

How do I make application to enter the CTC Department of Nursing?

Follow review the materials entitled “Admission Policy” and review the current CTC Catalog for specific details. The policies and procedures for admission must be followed carefully to be considered for admission to the Program. Please feel free to ask any questions you may have to the Department of Nursing professors, staff, or the guidance and counseling staff.

The A.D.N. Selection Committee evaluates each applicant in the pool based upon being TSI complete, overall A.D.N. Degree Plan GPA, lab science GPA, and NET performance.

You will be expected to provide information regarding criminal history background checks and drug screening prior to being admitted into the Program. The results must be negative. In addition, you will need to declare past mental illness occurrence/treatment and alcohol or drug addiction/treatment for application to take the National Council on Licensure Examination for Registered Nurses (NCLEX-RN®).

The Texas Board of Nursing (TBON) may deny licensure to individuals with previous problems in one or more of these areas. Each situation is individually reviewed by the TBON and the decision is determined by the TBON.

Please go to <http://www.bne.state.tx.us>, click on other Application and Forms, then Candidates for Licensure, then Declaratory Order Form for more information.

What if I do not meet the deadline or am not selected for the class of my choice?

The applicant pool for each class will be evaluated individually and notified of consideration for the class. Additional tasks that are mandatory must be accomplished to be admitted (See "Admission Policy").

Prospective students not selected for the chosen class will be notified and given opportunities to meet with the guidance counselor and/or a member of the A.D.N. Selection Committee to receive referrals to increase the likelihood of future selection.

Prospective students not selected for the chosen class may notify the Department in writing of the desire for consideration for an upcoming class.

How do I prepare for testing (Texas Success Initiative- TSI, Nurse Entrance Test - NET)?

It is imperative that prospective students possess basic skills in reading, writing, and math. The mandatory placement exams are designed to assess and validate your abilities. This is likely to ensure your success in the Department of Nursing. Resources are available at <http://online.ctcd.edu/>; click on "Tutorials".

In addition, Project PASS (Partners in Academic Success Services) offers services to students in preparing for testing.

After becoming TSI complete, please re-review your study materials to prepare for the NET. The Pre-NET is a helpful tool to utilize for success on the NET. You may take the Pre-NET, free of charge, as many times as is helpful. The NET is a nationally normed and referenced exam that evaluates math, reading, critical thinking, and stress and coping abilities as well as preferred learning styles. PLEASE PREPARE and PLAN to be SUCCESSFUL on the **FIRST** ATTEMPT ON THE NET!

**CENTRAL TEXAS COLLEGE
DEPARTMENT OF NURSING
ASSOCIATE DEGREE IN NURSING PROGRAM**

Student Appraisal Form for Transition or Option Applicants

Prospective Student's Name: _____

Categories	Outstanding	Above Average	Average	Below Average
A. <u>Professionalism</u>				
1. Appearance				
2. Attitude				
3. Interpersonal Skills				
4. Seeks & Accepts Additional Responsibilities				
B. <u>Clinical Knowledge/Nursing Process</u>				
C. <u>Clinical Competence</u>				
1. Organization				
2. Skills				
3. Leadership				
4. Communication: Oral and Written				
D. <u>Character</u>				
E. <u>Emotion Stability & Maturity</u>				
G. <u>Work Habits</u>				
1. Attendance/Tardiness				
2. Assignments Completed				
3. Assistance to Others Willingly				
G. Potential for Advancement				

Comments:

Length of contact with student: _____

Type of contact with student: _____

Signature: _____ Position: _____ Date: _____

Printed Name: _____ Agency: _____

Please mail to: Department of Nursing
Central Texas College
P.O. Box 1800
Killeen, TX 76540-1800

Questions? (254) 526 – 1890 or
(254) 526 – 1266 or
(800) 792 – 3348, 1890 or 1266
Fax: (254) 526 - 1765

**CENTRAL TEXAS COLLEGE
DEPARTMENT OF NURSING
ASSOCIATE DEGREE IN NURSING PROGRAM**

Student Appraisal Form for Transition or Option Applicants

Prospective Student's Name: _____

Categories	Outstanding	Above Average	Average	Below Average
B. <u>Professionalism</u>				
5. Appearance				
6. Attitude				
7. Interpersonal Skills				
8. Seeks & Accepts Additional Responsibilities				
B. <u>Clinical Knowledge/Nursing Process</u>				
C. <u>Clinical Competence</u>				
5. Organization				
6. Skills				
7. Leadership				
8. Communication: Oral and Written				
D. <u>Character</u>				
E. <u>Emotion Stability & Maturity</u>				
G. <u>Work Habits</u>				
4. Attendance/Tardiness				
5. Assignments Completed				
6. Assistance to Others Willingly				
G. Potential for Advancement				

Comments:

Length of contact with student: _____

Type of contact with student: _____

Signature: _____ Position: _____ Date: _____

Printed Name: _____ Agency: _____

Please mail to: Department of Nursing
Central Texas College
P.O. Box 1800
Killeen, TX 76540-1800

Questions? (254) 526 – 1890 or
(254) 526 – 1266 or
(800) 792 – 3348, 1890 or 1266
Fax: (254) 526 - 1765

**CENTRAL TEXAS COLLEGE
DEPARTMENT OF NURSING – TRANSITION/ADN CHECKLIST**

DATE AND INTIAL UPON COMPLETION:

- _____ Acceptance to Central Texas College
- _____ Complete and submit the CTC Transition/A.D.N. Application
- _____ Submit two work references, as an LVN/LPN, one of which is from a present supervisor. Submit a current, valid LPN/LVN License from any state. Meet employment/work requirements.
- _____ Meet with a CTC Guidance Counselor regarding the General Studies Degree Plan (pre-nursing) – have all official or unofficial college and/or university transcripts for this appointment, please
- _____ Submit all previous official college and/or university transcripts to the CTC Records and Registration Department. A release form must be signed for transcripts to be sent to the CTC Department of Nursing
- _____ Complete the Texas Success Initiative (TSI) requirements
- _____ Begin the pre-requisite and co-requisite coursework on the A.D.N. Degree Plan earning a GPA of 2.5 or higher (overall and on lab science courses)
- _____ Complete the Pre-NET (free of charge) as many times as needed during the study and preparation time for the NET
- _____ Successfully meet or exceed the NET criteria on the first attempt
- _____ Schedule and attend the mandatory Small Group Interview Meeting with the A.D.N. Coordinator or designee
- _____ Submit all application materials to the Department of Nursing by the published deadline
- _____ Receive letter from the A.D.N. Selection Committee
- _____ If offered a place in the class, complete all final requirements requested prior to admission into the Program: physical examination, immunizations, drug screen, criminal history background check
- _____ Register for the first semester of the CTC Transition/A.D.N. Program

Revised 02/2006; 03/2006; 10/2006; 10/2007; 9/2008

CENTRAL TEXAS COLLEGE
Department of Nursing
Associate Degree Nursing – Transition (VN to A.D.N.) Program
Application for Admission

NAME: _____ Social Security Number: _____
Last, First, Middle

List other names in which transcripts may be listed: _____

Address: _____
Street, City, State, ZIP Code

E-mail Address: _____

Home Phone: _____ Work Phone: _____

I wish to attend the Associate Degree in Nursing Program: Full-Time _____ Part-time _____

I am actively working as an LPN or LVN: Yes _____ No _____

LIST the NAMES and DATES of ALL colleges and universities you have attended (INCLUDING CTC):

I have attended another nursing program: Yes _____ No _____

Please indicate any nursing and/or other health care experience(s):

I have read and reviewed the ADN Admission information. I understand that I am responsible for its contents and will follow the policies and procedures as outlined.

Signature **Date**

Please deliver this application to: Central Texas College, Nursing & Science Bldg #150, Room 1101 or mail to:
Central Texas College
ATTN: Department of Nursing
PO Box 1800
Killeen, TX 76540-1800

Please attach a copy of transcripts from all college/universities attended other than CTC. If you have already submitted them to Records and Registration, Building 119, please sign a release form at that office so that your transcripts can be sent to the Department of Nursing.

PLEASE REMEMBER TO NOTIFY THE DEPARTMENT OF NURSING *IN WRITING* WITH CHANGES OF NAME, ADDRESS, AND/OR PHONE NUMBER.

Central Texas College District does not discriminate in admissions or access to, or treatment of employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.

Revised 02/2006; 9/2006; 10/24/06; 9/2008