

Associate Degree Nursing at York Technical College

Admissions Procedures
and Qualification Criteria
2009-2010

York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Associate Degree Nursing program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College
Office of Admissions
(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

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ASSOCIATE DEGREE NURSING

At York Technical College

The Associate Degree Nursing Program is a cooperative program between York Technical College and the University of South Carolina Lancaster and is approved by the Board of Nursing for South Carolina and accredited by the National League for Nursing Accrediting Commission. The Associate Degree Nursing Program prepares men and women for the practice of registered nursing to provide direct client care across the life span. The practice of the associate degree nurse is primarily directed toward clients who have health needs and require assistance to maintain or restore their optimum state of health or support to die with dignity. The associate degree nurse is prepared to address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and certain community health agencies.

The student of an associate degree nursing program functions in three basic roles within the health care delivery system: provider of care; manager of care; and member within the discipline of nursing under the supervision of a registered professional nurse. Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination for Registered Nurses. Graduates who successfully pass the National Council Licensing Examination for Registered Nurses are eligible to apply for licensure to practice as a registered nurse in any of the 50 states or U.S. territories.

GREG F. RUTHERFORD
PRESIDENT

Welcome to York Technical College, and thank you for your interest in the Associate Degree Nursing program. The purpose of this booklet is to clarify the application process, identify the Nursing program qualification requirements, and explain how the qualified applicant waiting list is managed.

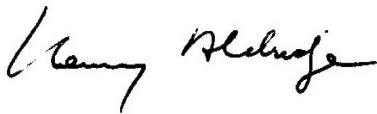
There is a great demand for medical professionals in our workforce today. Many people realize that a Nursing career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the Nursing program. The Nursing program can accommodate only a limited number of students each year in order to provide the highest quality training. Therefore, the Admissions Department maintains a first-qualified, first-served list of students for the Nursing program. Your immediate goal should be to get your name on this list of qualified students as soon as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

It is your responsibility to read and understand the contents of this document very carefully. It is also your responsibility to contact an Admissions Counselor for assistance should you have questions or need clarification of these contents at any time during the process of qualifying and enrolling in the Nursing program.

Thank you again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,



Kenny Aldridge
Admissions Department Manager

**I. The Admissions Process for the Associate Degree Nursing (ADN)
Program at York Technical College**

The Nursing program is limited in enrollment, and its waiting list is processed on a first-qualified, first-served basis.

1. Complete and submit the York Technical College Application for Admission at www.yorktech.com.
2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school diploma upon graduation.
3. Pay the \$10 placement test fee at the Business Office and take the COMPASS Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times.

This test *may* not be necessary if you submit satisfactory SAT/ACT scores or a college transcript documenting previous college credits. Contact a counselor to determine if you will need to take the COMPASS Placement Test.

4. Meet with an Admissions Counselor to complete your admissions process. The Counselor will review your COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and he/she will determine if you have met the qualification requirements to be placed on the list for the ADN program.

Initially, you will be admitted into the **Pre-Nursing** program (*Associate in Applied Science with a Goal of Nursing*). While in Pre-Nursing, you can take the General Education, or non-Nursing, classes required for the Nursing degree. You will not be admitted into the **Nursing** program (*Associate in Applied Science with a Major in Nursing*) until the Fall semester that you actually begin the Nursing (ADN) classes.

If you ARE qualified for the ADN waiting list:

You will be required to pay the Business Office a \$50 NONREFUNDABLE and NONTRANSFERABLE list processing fee in order to have your name placed on the list of qualified applicants. *Students owing a past due debt to the College are not eligible to enroll. List processing fees will not be accepted until the prior debt is paid in full.*

If you ARE NOT qualified for the ADN waiting list:

Your Counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the ADN program. These steps are outlined next in Section II.

IMPORTANT: IF YOU ARE NOT QUALIFIED FOR THE ADN WAITING LIST WHEN YOU ARE FIRST ADMITTED TO THE COLLEGE, YOU MUST RETURN TO ADMISSIONS TO ALERT A COUNSELOR WHEN YOU HAVE COMPLETED THE QUALIFICATION REQUIREMENTS FOR THE ADN PROGRAM.

II. Qualification Requirements for the ADN Program

To be placed on the list of qualified applicants for the ADN program, you must provide documentation that you meet the following criteria:

_____ **1. High School or GED completion**

This can be in the form of a high school transcript, copy of your diploma, or copy of your GED certificate.

_____ **2. Chemistry completion**

This requires a grade of “C” or better in a high school *college-preparatory* chemistry course or a college chemistry course.

_____ **3. Completion of Track 1 or Track 2 as described below:**

_____ **Track 1 – Submitting Qualifying SAT or ACT Scores**

SAT scores *before* April 1, 1995:

Minimum **400 Verbal** and **400 Math**
OR

SAT scores *April 1, 1995 to March 12, 2005*:

Minimum **480 Verbal** and **440 Math**
OR

SAT scores *after* March 12, 2005:

Minimum **480 Reading** and **440 Math**
OR

ACT minimum score of **21 English** and **19 Math**

AND

Minimum ADN program GPA of 2.00 in classes taken at York Technical College that can be applied towards the ADN program. **

_____ **Track 2 – General Education/Elective Course Completion AND documentation of minimum reading requirement**

This requires:

⇒ Full completion of **all** general education courses required for the ADN program with a **minimum ADN program GPA of 2.50****

(Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation.)

⇒ Documentation of one of the following:

- Minimum SAT Verbal of 400 (prior to 4/1/1995)
- Minimum SAT Verbal of 480 (between 4/1/95 and 3/12/05)
- Minimum SAT Critical Reading of 480 (after 3/12/05)
- Minimum ACT English of 21
- Minimum COMPASS Reading of 88
- Completion of RDG 101 with “C” or better

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II. Qualification Requirements for the ADN Program (continued)

Required General Education Courses for the ADN Program:

*+BIO 210 Anatomy & Physiology I *ENG 101 English Comp. I
MAT 110 College Algebra *+BIO 211 Anatomy & Physiology II
*ENG 102 English Comp. II COL 101 College Orientation
*+BIO 225 Microbiology PSY 201 General Psychology

1 Humanities/Fine Arts Elective (minimum 3 credit hrs)

1 General Elective (minimum 3 credit hrs)

*These courses require a minimum grade of “C” for the Nursing program
+ Required science courses that are **more than 7 years old must be repeated** OR exempted prior to beginning the Nursing program (this does *not* affect your ability to be placed on the waiting list)

Approved General Electives

AHS 102 / AHS 108 / AHS 121 /AHS 135
CHM 101 / CPT 101 / ECO 210 / MAT 165
NUR 140 / AOT 105 / AOT 165 / PHS 101
PHY 201 / PHY 202 / PSY 203 / PSY 212
SOC 101 / SOC 102 / SOC 205 / SOC 230
SPC 205/ BIO 205

Approved Humanities/Fine Arts Electives

ART 101 / ENG 201 / ENG 202 / ENG 205
ENG 206 / ENG 208 / ENG 209 / GER 101
GER 102 / HSS 205 / HIS 101 / HIS 102
HIS 201 / HIS 202 / MUS 105 / PHI 101
SPA 101 / SPA 102

Any and all electives completed from the lists above will be included in the GPA for the ADN program.

****Important Information for Students Who Have Been Previously Enrolled in the ADN program at York Technical College:**

Like a new applicant, you must meet all qualification criteria, including the appropriate minimum GPA requirements, to be placed on the waiting list. Please be aware that ***any and all*** coursework that you have taken that can be applied towards the ADN degree, **including** NUR courses, will be calculated into your ADN program GPA.

4. Meet with an Admissions Counselor to Get Your Name Placed on the Waiting List of Qualified Applicants.

As soon as you meet qualification requirements for the Nursing program, you will need to see an Admissions Counselor. The Counselor will verify that requirements have been met and will direct you to pay the required **\$50 NONREFUNDABLE/NONTRANSFERABLE list processing fee**. Once this has been done, your name will be placed on the list of qualified applicants for the ADN program.

III. Maintaining Your Position on the ADN Waiting List

Once you meet the qualification criteria and your name is placed on the ADN waiting list, you are responsible for maintaining eligibility for the ADN program. Please read the following steps very carefully so that you understand your responsibilities:

1. Keep the Admissions Office updated on your contact information

While your name is on the list of qualified applicants, it is your responsibility to let us know immediately if your address or phone information changes. Otherwise, we will be unable to contact you for any reason, including offering you a seat in the next available class.

2. Maintain at Least a 2.00 ADN Program GPA

All students must maintain a minimum GPA of 2.00 in any required courses and electives for the ADN program in order to remain on the list of qualified applicants. Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation. The Admissions Office will check your GPA following each term you are on the list to verify that you remain eligible for the ADN program. **Should your GPA fall below 2.00 at any time your name is on the list, you will no longer be eligible and your name will be removed from the list.** If this occurs, you will be notified by mail.

You may use **Web Advisor** to determine your ADN Program GPA by following these directions:

- Click *Web Advisor* on the York Technical College Homepage
- Log in using your student username and password
- Click on the *Students* tab
- Under *Educational Information*, click *Program Evaluation*
- Click the drop-down box beside *“What if I changed my program of study”*
- Choose your goal program and *OK*:
 Nursing = Associate in Health Science – Nursing Major
- Choose the *latest* Catalog Year and *Submit*
- Students whose *Program GPA* falls below a 2.00 at any time are no longer eligible for entry into their program. Students who are no longer qualified for their program will be notified by mail.

IV. When You Are Offered Entry Into the ADN Program

Please be prepared for the following to occur when your name comes up to begin the ADN program:

1. Notification of entry

You will be notified by first class mail that your name has come up to begin the program.

When you receive your letter offering you a seat for your program, you will have two choices.

If you do not respond by either method below before the specified deadline, your name will be removed from the list.

- a. To accept your seat, pay your confirmation deposit (\$100) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition/fees for your first semester. *Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.*
- b. If you wish to postpone your entry to the program, pay an additional non-refundable/nontransferable list processing fee (\$50) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the waiting list. **You have the opportunity to delay your entry only once.**

If for any reason you choose not to enter the program after paying the \$100 deposit, you may stay on the list by paying another \$50 list processing fee which will be due within one month of the date you notify the program monitor of this decision. **Again, you can delay your entry only once.** If you do pay your \$100 deposit but find you cannot start you may pay another \$50 list processing fee (one time only) to remain on the top of the list. Another \$100 deposit will be required to obtain entry into the next year's class.

You are responsible for making sure that you are able to receive this information. This includes keeping us updated on any changes to your contact information AND making sure that all members of your household are aware that you may be receiving an important letter. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the Fall class gets closer, it may become necessary for the Admissions Office to attempt **telephone** contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes. In this situation, time does not allow for the regular mail confirmation process to occur.

2. Pay your deposit and fulfill additional requirements before starting the ADN program

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) to the ADN Department Manager.
- b. You must carry **liability insurance** and **health insurance**. You must submit proof of health insurance to A-Building, Room 100 or obtain one of the health insurance plans through York Tech when you register for Fall semester classes at the beginning of the program.

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IV. When You Are Offered Entry Into the ADN Program (continued)

- c. Clinical facilities may require clear **drug screens** and/or **criminal background checks** before allowing students to participate in clinical rotation. If so, you will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. ***You must be eligible to attend clinical at all facilities.***
- d. ****You must attend a mandatory ADN program orientation** to be held prior to the Fall semester. **Failing to attend this orientation will result in removal from the class.****

3. Please note the following information in preparation for entry into the Nursing program:

- A. All students should submit their FAFSA financial aid form each year in anticipation of entry into the program. Please see details regarding financial assistance on page 14 of this brochure, and contact the Financial Resources Office at 803-327-8005 for additional assistance.
- B. Students who are ineligible to register for classes at York Technical College due to Academic Suspension will not be permitted to register for Nursing (NUR) classes even if their name has come up on the waiting list for entry into the Nursing program. Before accepting your offer of entry, you should ensure that you will be in “Good Standing” at York Technical College in time to register for Fall semester classes. If a student determines they are on Academic Suspension after paying the \$100 Deposit to accept their offer of entry, they should contact the Admissions Office immediately to discuss their options.

V. Frequently Asked Questions About the ADN Program

Q. How long is the waiting list for the Nursing program?

A. Be aware that there is typically a waiting period of *approximately* 2-3 years from the time a student gets on the waiting list until the Fall term that the student will actually begin the program. This means that it *may take several years* from initial admission into Pre-Nursing until graduation from the Nursing program, especially if completion of the general education coursework is necessary prior to getting on the waiting list.

Q. Can I get on the waiting list before I meet the minimum qualification requirements?

A. No. You must fully meet the qualification requirements for the ADN program as outlined in this document before you can be placed on the list.

Q. Can I be on more than one Health and Human Services program waiting list?

A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. It would be unwise to choose a program based solely upon which one you could gain access to first. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of \$50.

Q. If I have at least a Bachelor's degree, am I still required to submit copies of my SATs or ACTs and my high school diploma/transcript as well as my college transcripts?

A. Yes. You must provide documentation that you meet the qualifications as specified in this booklet.

Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?

A. No. The waiting list is handled strictly on a first-qualified, first served basis.

Q. I have the necessary SAT/ACT scores to qualify for the waiting list. Do I still need to take the general education courses?

A. Yes. The general education courses are part of the ADN program requirements necessary to graduate.

Q. If I am already an LPN, or if I've already completed at least one year of Nursing coursework at another college, can I enter directly into the second year of the ADN program?

A. You may find the detailed policy on LPN/ADN transition in the Nursing information section of the York Technical College Catalog and Handbook as well as on the York Technical College website. Go to www.yorktech.com and:

- ⇒ Place cursor over **current** or **prospective students**
- ⇒ Click on **Programs of Study**
- ⇒ Scroll down and click on **Nursing Degree**

After reviewing this policy, if you have additional questions, please contact the Nursing Department directly at 803-327-8023.

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V. Frequently Asked Questions About the ADN Program (continued)

Q. When and how often do you start a new Nursing class at York Technical College, and how long does the program last?

A. The Nursing program begins once a year in the Fall semester, and lasts for 5 consecutive semesters, or 2 years.

Q. How are classes scheduled?

A. The general education classes can be taken part-time or full-time, day or evening, and a few are available through alternative delivery methods such as by internet. Once you are in your Nursing classes, however, the schedule becomes much less flexible. Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the Nursing courses. Students may be assigned to morning, afternoon, or evening clinical experiences anywhere in the tri-county area. Clinical experiences may range from 8-12 hours per clinical day.

Q. What is the grading scale once I am in the Nursing program?

A. The grading scale for the Nursing (NUR) classes, both coursework and clinical, is as follows: 91-100, **A**; 86-90, **B**; 80-85, **C**; 76-79, **D**; Below 76, **F**. Nursing students must make a grade of “C” or better in theory in each Nursing course attempted and receive a clinical evaluation of “Satisfactory.”

NOTE: In order to progress in the program, all Nursing students must demonstrate math competency by passing the Drug Dose Competency Exam in each of the following courses: NUR 159, NUR 209, and NUR 229. Details regarding this requirement will be provided in each course syllabus at the time that students enter these courses.

Q. Can I work while I am enrolled in the Nursing program?

A. Yes, but...The Nursing program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the Nursing program, you should consider limiting your work schedule to allow for the demands of the program.

Q. Do I have to be enrolled in courses to remain on the Nursing waiting list?

A. No. Your name will not be removed from the waiting list unless you 1) allow your program GPA to fall below a 2.00, 2) request to have your name removed from the waiting list, or 3) fail to respond to the certified letter offering you a seat for the program.

Q. What types of expenses can I expect once I am in the Nursing program?

A. Please see the Estimated ADN Program Expenses sheet in the back of this document.

V. Frequently Asked Questions About the ADN Program (continued)

Q. What types of financial assistance are available to me?

- A. York Technical College participates in the following programs:
- Federal Pell Grant (FPELL)
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Federal Work-Study Program (FWS)
 - Federal Academic Competitiveness Grant
 - SC Need-Based Grant (SCNBG)
 - LIFE Scholarship (LIFE)
 - Lottery Tuition Assistance (LTA)
 - Scholarships
 - Special Grants and Sponsorships
 - Stafford Loans
 - Springs Foundation Loan
 - Alternative Student Loans
 - Tuition Payment Plan (TPP)

To apply for other types of financial assistance, including scholarships and special grants, various applications are required. Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

Q. Once I obtain financial aid, can I be assured that I will receive it throughout my enrollment in the program?

- A. Financial aid is typically awarded on an annual basis. Students are required to reapply for aid each academic year. Each type of financial aid has specific continuing eligibility guidelines that must be met. You are responsible for understanding these guidelines for each type of aid you are receiving.

Those students who receive FPELL and FSEOG need to be aware of the **Federal Aid Eligibility Limit**. Students receiving Federal financial aid may only receive aid for one and one-half times, or 150% of, the length of their academic program. This means that students enrolled in Pre-Nursing (Associate in Occupational Technology with a goal of Nursing) are limited to receiving financial aid for up to 99 attempted credit hours, and students enrolled in Nursing (Associate in Health Science with a Major in Nursing) are limited to receiving financial aid for up to 102 attempted credit hours.

Many Pre-Nursing students receiving FPELL and FSEOG want to remain actively enrolled in coursework after they have completed their general education courses and while they are waiting to start the Nursing program. These students need to be careful that they do not exhaust their eligible funds prior to completion of the Nursing program.

For more information about this or other financial aid issues, please Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

V. Frequently Asked Questions About the ADN Program (continued)

Q. How can I obtain more detailed information about the York Technical College Nursing program?

- A. You may visit the Nursing Degree information section of the York Technical College website to obtain a more comprehensive description of the program, schedule, requirements, transfer, retention and promotion policies. Follow the instructions below:
- ⇒ Go to www.yorktech.com
 - ⇒ Place cursor over **current** or **prospective students**
 - ⇒ Click on **Programs of Study**
 - ⇒ Scroll down and click on **Nursing Degree**

Additional detailed information about our Nursing program can be found in our Catalog and Handbook. A hard copy of this book can be obtained in Student Services, or it can be viewed online at our website.

Estimated ADN Program Expenses

The detailed expenses outlined below are an **estimate** of those you can expect to pay while in the Nursing program *in addition to*:

ITEMS	FIRST YEAR (3 semesters)	SECOND YEAR (2 Semesters)	TOTAL
Admission Testing Fee	\$10.00		\$10.00
List Processing Fee	\$50.00		\$50.00
Registration Fee (\$20.00/sem.)	\$60.00	\$40.00	\$100.00
Deposit upon acceptance (applies toward tuition)	(\$100.00)		
Technology Fee (\$4/credit hour, \$48 max./sem.)	\$144.00	\$96.00	\$240.00
Tuition (per semester) York Technical College			
• York County – \$130/credit hr. (12 credits \$1554)	\$4,148	\$3,108	\$7,256
• Out-of-County - \$144/credit hr. (12 credits \$1728)	\$4,608	\$3,456	\$8,064
• Out-of-State - \$298 (12 credits \$3576)	\$9,536	\$7,152	\$16,688
USCL \$206/credit hr. + \$10/hr technology fee/sem	(\$6592.00)	(\$4944.00)	(\$11,536.00)
Nursing Textbooks, Syllabi, Clinical notebooks	\$650.00	\$200.00	\$850.00
Uniforms (includes shoes & lab coat)	\$200.00	\$50.00	\$250.00
Stethoscope	\$60.00		\$60.00
Insurance-Personal/Professional Liability	\$15.00	\$15.00	\$30.00
Insurance – Health & Accident	\$944.00 (under 30) \$1307 (over 30)	\$944.00 (under 30) \$1307 (over 30)	\$1888 (under 30) \$2614 (over 30)
Physical Exam	\$250 (includes Titers & PPD)		\$250.00
• 2 step PPD Tuberculin Test		\$45.00	\$45.00
• Titers			
• Hepatitis Vaccine (Recommended)	\$240.00		\$240.00
Criminal Background Check	\$68.00		\$68.00
CPR Certification & re-certification	\$50.00	\$24.00	\$74.00
*Transportation Cost (estimated cost)	\$300.00	\$200.00	\$500.00
Computer Assisted Testing – ERI (\$60.00/semester)	\$180.00	\$120.00	\$300.00
Graduation Fee/Cap & Gown	\$35.00	\$35.00	\$70.00
SUBTOTAL COLLEGE COST			
Recommended:			
Student Nurse Association (Recommended)	\$30.00	\$30.00	\$60.00
Nursing Pins – gold filled (optional @ graduation)	\$65.00 (PN Pin)	\$55.00 (ADN Pin)	\$120.00
SUBTOTAL COST			
Post Graduation Exam & Licensure Cost			
SC Licensure Fee PN	\$77.00		\$77.00
SC Licensure Fee -RN		\$99.00	\$99.00
NCLEX-Exam (RN & PN)	\$200.00	\$200.00	\$400.00
TOTAL COST (York County resident –does not include insurance)	\$6,832.00	\$4,317.00	\$11,149.00
*****ALL EXPENSES ARE APPROXIMATE AND SUBJECT TO CHANGE*****			
*Travel to different facilities is required for classroom and clinical experiences.			

