Nursing Division
2016 Program Application and Instructions
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE PROGRAMS

Registered Nurse (RN)

NOVA
Northern Virginia Community College
Medical Education Campus

Nursing Division • Medical Education Campus (MEC)
6699 Springfield Center Drive • Springfield, VA 22150-1913

The Nursing program is approved by the Virginia Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, Virginia 23233 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326.

Partners in Your Success

http://www.nvcc.edu/medical/divisions/nursing/index.html

NOVA is committed to insuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. NOVA will make reasonable accommodations in providing course, program and building modification, and/or auxiliary aids and services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. No academically qualified student with a disability shall be denied access to or participation in the services, programs and activities of the College. MEC Disability Services Counselor, Student Services Room 202, 703-822-6531.

Revised: March 31, 2016
Instructions on How to Apply to the Nursing Program. All steps listed below must be completed prior to submitting your application.

☐ **Step 1: View and Listen to an Information Session**
  - View and listen to a mandatory Nursing Program Track Information Session: [http://www.nvcc.edu/medical/divisions/nursing/nursing-program.html](http://www.nvcc.edu/medical/divisions/nursing/nursing-program.html).
  - Print and read all documents and forms associated with the Nursing Program track for which you are applying.
  - **Record the Information Session code and date on the Nursing Program Application.**
  - **At a minimum** please review information sessions each semester. Program admission requirements and procedures are subject to change without notice.

☐ **Step 2: Apply to Northern Virginia Community College (NOVA)**
  - Apply online to NOVA as a degree-seeking student. Students selecting Nursing Program will automatically be placed in General Studies until they are officially accepted into the Nursing Program.
  - Students who have not taken classes at NOVA for more than three years must re-apply to the college.

☐ **Step 3: Apply for Financial Aid**
  - Apply for financial aid at [http://www.nvcc.edu/current-students/paying-for-college/financial-assistance/](http://www.nvcc.edu/current-students/paying-for-college/financial-assistance/)
  - Additional questions can be answered by a Financial Aid Advisor on any NOVA campus.

☐ **Step 4: Submit an Official High School Transcript**
  - **Submit a copy of your official High School transcript, G.E.D., or equivalent with your application.**
  - All applicants must submit their official High School transcript even if they have college credits or a previous degree so that the High School requirements listed on the Nursing Program Application can be verified.
  - International High School transcripts must be translated by an approved external evaluator to determine equivalency to the U.S. High School diploma. The approved list is located at [https://www.nvcc.edu/medical/_files/ah-transfer-credit-evaluation.pdf](https://www.nvcc.edu/medical/_files/ah-transfer-credit-evaluation.pdf)

☐ **Step 5: Submit External Transcripts for Evaluation**
  - Complete a Transcript Evaluation Request Form [https://dashboard.nvcc.edu/Default.aspx](https://dashboard.nvcc.edu/Default.aspx)
  - Submit **official** transcripts from other colleges and the Transcript Evaluation Form to Student Services. International and U.S. college transcripts must be evaluated for *course-by-course credit* by an evaluation agency. A list of approved agencies is available at: [https://www.nvcc.edu/catalog/cat2015/policies/transferring-credit.html](https://www.nvcc.edu/catalog/cat2015/policies/transferring-credit.html)
  - Include any former names on your request for evaluation.
  - **Please Note: Allow 4 to 6 weeks for US transcripts and 8 to 10 weeks for international transcripts to be evaluated.**
  - Students with a Prior Associate of Arts (AA) or an Associate of Science (AS) or Baccalaureate degree automatically have met the ENG 111, SDV 101, HUM and CST pre-requisite course requirements (see Credit for Prior Learning Manual). These requirements are not met automatically by students having an Associate of Applied Science (AAS) or an international degree outside of the United States.
  - External transcripts must be officially evaluated and all applicable transfer courses must be posted to your NOVA student record **before** submitting a program application.

Revised: March 31, 2016
Step 6: Complete the Pre-admission Requirements for the Nursing Program

- Plan your courses so all requirements and pre-requisites will be completed by the application deadline for the Nursing Program track for which you are applying.
- Final grades for pre-requisite courses must be reflected on your transcript before submitting an application.
- See page 5 for the list of pre-admission requirements and Nursing Program deadlines.

Step 7: Complete Required Entrance Testing

- English (VPT) and Math (MTT 1-5) placement tests are offered at the Testing Center at each NOVA campus. Please note that the English and Math placement tests expire after 24 months. Additional placement test information can be found at http://www.nvcc.edu/future-students/placement-tests/.
- Take the Test of Essential Academic Skills (TEAS) Nursing Pre-Admission Test at the MEC. http://www.nvcc.edu/medical/_files/nursing-pre-admission-test.pdf
- Students must take the TEAS exam at least one day prior to the Application deadline.

Step 8: Apply to the Nursing Program

- Complete pages 6 through 8 of the “Nursing Division Application for Program Admission” herein and follow the enclosed mailing instructions. Submit your application to MEC Student Services within the Nursing Program track-specific application period shown in the table on page 5.
- Check your NOVA/VCCS student email account frequently for information from MEC Student Services regarding your application status.

Step 9: If You Have Questions

- Visit the Student Services office in Room 202 at the Medical Education Campus or online at http://www.nvcc.edu/medical/stuservices/index.html.

Incomplete applications will not be considered.
# Nursing Program Track-Specific Admission Requirements

<table>
<thead>
<tr>
<th>Nursing Program Tracks &amp; Admission Policy</th>
<th>Pre-admission Course Requirements (Science Courses must have been completed within ten years of program acceptance)</th>
<th>Minimum Curricular GPA and Placement Tests Requirements</th>
<th>Application Period, Mandatory Orientation, and Program Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional Nursing Program Track</strong></td>
<td>□ Grades: C or higher □ High School Biology or BIO 101 or higher level biology course^1 □ High School Chemistry or CHM 101 or 111 □ High School Algebra (MTT 1-5) or MTH 151 □ SDV 101 or equivalent □ ENG 111 or equivalent^4 □ NAS 161/162 □ High School Transcript or Equivalent</td>
<td>□ GPA 2.5 (based on last 12 credit hours of prerequisite course work) or last 12 credits of cumulative coursework □ MATH Placement: MTH 151 or completion of up to Math Unit 5 □ English Placement: ENG 111 or equivalent^4 □ Nursing Pre-admission Test^5 58% or higher</td>
<td>□ Apply: March 21 – May 14 □ Mandatory in-person Nursing orientation and MEC orientation sessions are required in the summer. Program starts in the Fall semester (August)</td>
</tr>
<tr>
<td><strong>LPN to RN Nursing Program Track</strong></td>
<td>□ Grades: C or higher □ High School Biology or BIO 101 or higher level biology course^1 □ High School Chemistry or CHM 101 or 111 □ High School Algebra (MTT 1-5) □ SDV 101 or equivalent □ ENG 111 or equivalent^4 □ NAS 161/162 □ PSY 201 □ HLT 141 or pass ABLE Exam (contact Nursing Division at 703-822-6579) □ Provide a letter from your LPN school’s Program Director on school letterhead stating that you successfully completed at least 150 direct patient care hours during your LPN education.</td>
<td>□ GPA 2.5 (based on last 12 credit hours of prerequisite course work) or last 12 credits of cumulative coursework □ MATH Placement: MTH 151 or completion of up to Math Unit 5 □ English Placement: ENG 111 or equivalent^4</td>
<td>□ Apply: March 21 – May 14 □ Mandatory in-person Nursing orientation and MEC orientation sessions are required in the summer. Program starts in the Fall semester (August)</td>
</tr>
<tr>
<td><strong>Online Hybrid Nursing Program Track</strong></td>
<td>□ Grades: C or higher □ High School Biology or BIO 101 or higher level biology course^1 □ High School Chemistry or CHM 101 or 111 □ High School Algebra (MTT 1-5) □ SDV 101 or equivalent □ ENG 111 or equivalent^4 □ NAS 161/162</td>
<td>□ GPA 2.5 (based on last 12 credit hours of prerequisite course work) or last 12 credits of cumulative coursework □ MATH Placement: MTH 151 or completion of up to Math Unit 5 □ English Placement: ENG 111 or equivalent^4 □ Nursing Pre-admission Test^5 58% or higher</td>
<td>□ Apply: August 22 – October 21 □ Mandatory in-person Nursing orientation and MEC orientation sessions are required in the fall. Program starts in the Spring semester (January)</td>
</tr>
</tbody>
</table>

- College science courses must have been taken and completed with a grade of “C” or higher within the past ten years.
- Courses may have pre-requisite courses, please check the current NOVA College Catalog.
- **Important Note:** Meeting the minimum Nursing Program track competitive admission criteria [http://www.nvcc.edu/medical/_files/nursing-competitive-admission-process.pdf](http://www.nvcc.edu/medical/_files/nursing-competitive-admission-process.pdf) under each individual Nursing Program track does not guarantee acceptance to the Nursing Program track. **Wait lists are not utilized.** Eligible students may reapply to another Nursing Program track if they are not accepted to their desired Nursing Program track. Please check the applicable Information Session each semester for any updated admission requirements.

1. The following courses may be substituted for NAS 161 and NAS 162: BIO 141, 142 and 150; OR BIO 141, 142 and 205; OR BIO 231, 232 and 150; OR BIO 231, 232 and 205 – must be within last ten years.
2. Scores of 58% or higher are required for each section of the nursing pre-admission test. Scores of 57.6 - 57.9% will be rounded up to 58.
4. Courses may have pre-requisites.
5. Meeting minimum requirements will not guarantee admissions into Nursing.

Revised: March 31, 2016
Nursing Program
2016 Application for Admission

Application Date:________________________     Student ID Number:____________________
Last Name:_____________________________    First Name:__________________________
Address:_____________________________________________________________________
City:______________________________  State:_______________________ Zip:__________
Home Phone:_______________________ Cell/Work Phone:___________________________
Student VCCS Email Address:_____________________________________@email.vccs.edu

Please complete all sections. See page 8 for mailing instructions.

Below, please select the Nursing Program track for which you are applying. Check only ONE Nursing Program track, and write the Information Session code in the box provided. If you wish to apply to more than one Nursing Program track you MUST complete a separate application.

<table>
<thead>
<tr>
<th>NURSING PROGRAM TRACK</th>
<th>PROGRAM START DATE</th>
<th>INFORMATION SESSION CODE/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Nursing Program Track (RN)</td>
<td>Fall 2016</td>
<td></td>
</tr>
<tr>
<td>LPN to RN Nursing Program Track</td>
<td>Fall 2016</td>
<td></td>
</tr>
<tr>
<td>Online Hybrid Nursing Program Track (RN)</td>
<td>Spring 2017</td>
<td></td>
</tr>
</tbody>
</table>

ACCEPTANCE CATEGORIES
Due to limited laboratory, classroom and/or clinical space, the Nursing Program has restricted enrollment. As stated in the NOVA College Catalog students are accepted into the Nursing Program on a competitive basis with priority acceptance given to: (1) legal residents domiciled in the cities and counties supporting the College, (2) other Virginia legal residents, (3) out-of-state applicants, and (4) international students requiring form I-20. For the Nursing Program, "Counties supporting the College" may include those in which clinical affiliates have contractual agreements with NOVA.
CRIMINAL BACKGROUND CHECK AND DRUG SCREEN POLICY

At a minimum, an annual criminal background check and drug screen will be required as clinical affiliates mandate this requirement in affiliation agreements. Any student that does not pass the background check or drug screen must resolve this issue directly with the agency who conducted the background check and drug screen. Unresolved issues presented in the criminal background checks or drug screens will result in dismissal from the Nursing Program. Such dismissed students will not be allowed admission in any other Nursing Program track.

In addition to felony convictions (including barrier crimes outlined in the Code of Virginia), students will also be screened for misdemeanors, drug, and alcohol convictions. Students **should not** obtain the criminal background check and drug screening until notified by the Nursing Department to do so.

I acknowledge that I have read and understand the Criminal Background Check and Drug Screen Policy: ________ (initial here) ________ (date here)

ADDITIONAL REQUIREMENTS

The Nursing Program requires that additional documents be submitted with the “Nursing Program Application for Admission”.

**Traditional Nursing Program Track – All items below are REQUIRED:**

- Attach a copy of the **Official** High School Transcript (or copy of High School Equivalence Certificate).
- Students with Non-U.S. High School Transcripts must submit the translated and **evaluated international transcript to Student Services**.
- Attach Nursing Pre-Admission Test Score Sheet(s) showing scores of 58% or higher for each section of the Nursing Pre-Admission test.

**LPN to RN Nursing Program Track – All items below are REQUIRED:**

- Attach a copy of the **official** High School Transcript (or copy of High School Equivalence Certificate).
- Students with Non-U.S. High School Transcripts must attach the **evaluated international transcript**.
- Attach the LPN School Transcript.
- Submit a copy of current Virginia (or compact state) LPN License with application.
- Obtain and attach a letter on school letter head from LPN school’s Program Director stating that you successfully completed at **least** 150 direct patient care hours during your LPN education.

**Online Hybrid Nursing Program Track – All items below are REQUIRED:**

- Attach a copy of the **Send official** High School Transcript (or copy of High School Equivalence Certificate).
- Students with Non-U.S. High School Transcripts must attach the **evaluated international transcript**.
- Attach Nursing Pre-Admission Test Score Sheet(s).
- Complete a self-assessment to determine if you are ready for distance learning by taking the following steps:
  1. View the Distance Learning video at [http://eli.nvcc.edu](http://eli.nvcc.edu).
  2. After viewing the video go to [http://eli.nvcc.edu/orientation](http://eli.nvcc.edu/orientation) to review each section of the Extended Learning Center (ELI) orientation. Complete the post-test at the end of each section as part of your self-assessment.
  3. Complete the self-assessment by going to [http://nvcc.smartermeasure.com](http://nvcc.smartermeasure.com). Once there, obtain a guest user name and password to take the SmarterMeasure evaluation test. Print your test results and attach them to your application.
- Must have or have access to a computer with high speed Internet access, computer speakers, a microphone (or headset) and a web cam.
- Students may be required to purchase applicable software and hardware. For complete information on all requirements needed to participate in interactive online lectures, please review the documentation at the following link: [http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1443](http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1443). Students needing assistance purchasing appropriate hardware and/or software should contact the NOVA Help Desk by sending an email to [ITHelpDesk@nvcc.edu](mailto:ITHelpDesk@nvcc.edu).
- Online Hybrid students may be required to take exams and tests in person at the MEC.
Submit the Nursing application and all required attachments in a letter-sized (8.5” x 11”) manila file folder, with your name (last name first, then first name) and Student ID number on the file folder tab. The application package should be sealed within a closed envelope, addressed and mailed as directed below:

MAILING INSTRUCTIONS

Applications may be sent via Certified/Return Receipt Mail using United States Postal Service, or alternatively via UPS, DHL or FedEx. Please check your NOVA/VCCS student email account frequently for information regarding your application status. Applications must be mailed to:

Northern Virginia Community College
Medical Education Campus
Student Services Center, Room 202
6699 Springfield Center Drive, Springfield VA 22150

- Certified Mail Directions: http://www.ehow.com/how_5866747_prepare-mail-certified-letter.html
- UPS, DHL or FedEx services are also acceptable. Do not mail your application any earlier than the first day of the application period. See application cycle dates at the Nursing website, http://www.nvcc.edu/medical/divisions/nursing/.
- Applications will not be accepted if delivered in-person, sent via fax, or if mailed outside the application period.
- Due to the high volume of applications, use the certified mail receipt as proof of delivery.
- Make a copy of all your application materials. Applications will not be returned.
- Incomplete applications will be returned with an explanation of missing requirements.
- Applications are processed in the order in which they are received. You will be notified of acceptance at the END of the application cycle.
- Allow up to 3 weeks after the END of the Nursing Program track deadline for your application to be processed.
- All applicants to the Nursing Program tracks will receive notification regarding their acceptance status via the applicants’ NOVA/VCCS student email account and by U.S. mail.

My signature certifies that the disclosed information is correct. I understand I will be denied Nursing Program entry if I have submitted incorrect information. I understand that it is my responsibility to submit this application within the Nursing Program application period, and to ensure that all pre-admission requirements are completed before submission. I also understand that my application will not be considered if I am missing and/or do not meet the minimum pre-admission requirements.

Printed Name of Applicant______________________________

Signature of Applicant: _________________________________          Date: ___________________

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Revised: March 31, 2016