



## Admissions Procedures for Paul D. Camp's Nursing Programs

### **THE NURSING PROGRAM PARTICIPATES IN A SELECTIVE ADMISSIONS PROCESS.**

In the event that there are more applicants for the NURSING programs than there are slots, a selective admissions process outlined below will take effect.

**ADN/ PN Program:** DEADLINE FOR SUBMITTING ALL REQUIRED INFORMATION TO BE CONSIDERED FOR ADMISSION IS **FEBRUARY 23** for the upcoming school year.

**ADVANCED PLACEMENT Program (formerly called the LPN-RN Bridge Program):** DEADLINE FOR SUBMITTING ALL REQUIRED INFORMATION TO BE CONSIDERED FOR ADMISSION IS **NOVEMBER 17TH.**

### *\*New for 2018 applicants*

- (1) Student is required to attend an advising/information session as a part of the application process; **please view the website to see the dates for the sessions**; the sessions will be offered alternating months on both the Franklin and Suffolk Hobbs campuses. The first advising session will be offered in September 2017.
- (2) Biology's must be successfully completed with a "C" or better and be **within the last 5 years**; if your BIO 141, BIO 142 and BIO 150 are over 5 years old; you will have to retake those courses
- (3) Deadline for the Advanced Placement Program (formerly the Bridge Program) has changed to **November 17th**; the program will begin in January (Spring semester)

The following **MINIMAL ADMISSION REQUIRMENTS for the ADN and PN Programs** must be met by February 23rd in the spring prior to the desired fall admission and for the **Advanced Placement Program, November 17, 2017**

- **Student must complete a Paul D. Camp Community College General Student Application.** This application is available at the PDCCC website. Complete Application packets must be submitted in person prior to the deadline (s): **NOVEMBER 17TH** for Advanced Placement Program and **February 23, 2018** for the ADN and PN programs.

**ADN/ PN Program:** The last date to take the Kaplan Entrance Exam is Friday, February 16, 2018.

**ADVANCED PLACEMENT Program (formerly called the LPN-RN Bridge Program):** The last date to take the Kaplan Entrance Exam is Friday, November 10, 2017

- **Student must provide, in their complete application packet, in a sealed envelope: (do not return these documents separately!)**

- (1) Official transcript of any and all college/university work that is outside of PDCC (even if the college is part of the VCCS system) previously attempted and/or completed by February 23<sup>rd</sup> for ADN and PN programs and November 17th for Advanced Placement Program
- (2) The student must ALSO provide to PDCCC an official high school transcript or copy of the student's GED by February 23<sup>rd</sup> for ADN and PN programs and November 17th for Advanced Placement Program

College Placement Tests within the last 3 years: **Competency in English and Math Essentials MTE 1-5 for ADN and Advanced Placement Program and MTE 1-3 for PN** as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE and/or ENF units or equivalent.

- Student must have completed one high school Biology with a lab with a minimum grade of “C”, or the student must have successfully completed one unit of developmental or college-level Biology.

- Student must have completed one high school Chemistry with a lab with a minimum grade of a “C”, or the student must have successfully completed one unit of developmental or college-level Chemistry.

- Student must have completed one high school Algebra class with a minimum grade of “C”, or the student must have successfully completed MTE 1-3 for PN and MTE 1-5 for ADN.

- Student must have completed American Heart Association, Healthcare Provider CPR with a minimum grade of “C”.

- **ALL** Developmental coursework must be completed prior to the February 23, 2018 admission deadline for ADN and PN programs and November 17, 2017 for Advanced Placement Program.

- **The student must have an overall minimum GPA of 2.5 for all college or high school work attempted.** If the student has completed > 12 semester credit hours of college-level work, the college GPA will be used in calculating the student’s admissions score. If the student has completed <12 semester credit hours of college-level work, the high school GPA will be used in calculating the student’s admissions score. Because grades for courses taken during the spring semester of the application process will not be available during the student’s application assessment, all **GPA calculations will be based on work completed through the fall semester preceding the February 23 deadline. Points will be awarded for co-requisites completed and will be the basis of the GPA. Science courses (BIO 141, 142, 150) will be awarded additional points for grades of “A” or “B”.**

- **Student must take a pre-admissions screening test through PDCCC.** The student must contact Mrs. Griffin via email [cgriffin@pdc.edu](mailto:cgriffin@pdc.edu). to sign up to take the ***Kaplan Entrance Exam*** for Nursing. This is a web-based test with no fees involved. The Kaplan Entrance Exam will assess the student’s competency in high school level reading, high school level grammar, and high school level Math up through Algebra I, and high school level general sciences. Tests may be taken at alternate sites (Suffolk and Franklin), however, the student **MUST** make arrangements and schedule the test through the Mrs. Griffin. Further information on the testing is available online under the Nursing and Allied Health tab. All potential nursing students must score **45%** on each of the categories. *10% of this grade will be added to the points system for admission.*

Advanced placement applicants can take the exam within the same semester; however, the test must be at least 6 weeks in between attempts.

- **The student must complete an online application for the nursing programs. There are 3 applications; these applications will open October 1, 2017. Please pay close attention to this section!** If the student is interested in the RN program, then the student must complete the ADN application. If the student is interested in the LPN program, then the student must complete the PN application. If the student wants preference in the ADN program, but will accept a spot in the PN program, then the student must complete the single application for both (ADN & PN) programs by February 23<sup>rd</sup>.

• If the student's complete application packet is received, applicants meeting the above requirements by either the February 23rd deadline for ADN and PN or November 17th for Advanced Placement Program will be screened based upon items ranging from overall and sciences, GPAs, Kaplan Placement test performance, and completion of college level science classes, references, having a Pre-Nursing Certificate, and any Nurse Aide or EMS experience. The top-scoring finalists will be offered admissions into the available program of choice. The programs accept up to 30 students into each traditional program each year and at least 10 students into each of the Advanced Placement Program. Priority will be given to students within the PDCCC's service area. (Southampton County, Isle of Wight County, Franklin, Suffolk and Courtland)

Only those ADN and PN applicants who submitted their complete application packets will be notified by mid-late April prior to the programs admission of their selection status; and the Advanced Placement applicants who submitted their complete application packet will be notified by December 1st. Students who are accepted for admission must notify PDCCC's Nursing Office of their intention to accept or decline the offered slot by the deadline listed on their admission letter. **Failure to do so will result in the loss of that slot to an alternate.**

**Students who are not accepted into the program must re-submit the entire application package and complete the Kaplan Entrance Exam to reapply for a future year.** If they wish, these students may also schedule an appointment with Nursing Advisor to discuss ways to improve their admissions ability.

**Students who fail to submit any of the required material to the PDCCC Nursing Office by the February 23 deadline for ADN and PN Programs and November 17th for Advanced Placement Program will NOT be considered for admission for the following admission semester. THERE WILL BE NO EXCEPTIONS.** The PDCCC's Nursing programs will establish ONE admission deadline for the Advanced Placement Program and ONE deadline for the ADN and PN programs., as there are frequently many more applicants than available slots. After the student submits their complete application packet, a file will be started. However, the applicant/student must submit the completed packet to the Nursing Office before the **February 23** deadline for ADN and PN programs and November 17th for Advanced Placement program at which time you will receive a receipt showing your packet is complete. **Do not submit a packet under the door or in the department mail box and do not mail your complete application packet.**

**All complete application packets must be hand delivered to the Franklin Campus, office 136K, during the following times: Monday-Thursday from 8:30-3:00pm. In order to ensure the packets are complete.**

**It is not the duty of PDCCC's Nursing Office to notify applicants of incomplete application packets or missing information. Making sure that the admissions packet is complete is the SOLE responsibility of the applicant.**

**Your complete application packet MUST include following:**

(A) A hard copy of your *Nursing Program application*: RN, PN, or Advanced Placement Program (do not include your application to the college)

(B) 3 Professional references in a sealed envelope with the reference's signature on the outside back of the envelope:  
Must use the template online:



<https://www.pdc.edu/wp-content/uploads/2014/09/PDC-Letter-Recommend-Updated-10-16-13v2.pdf#zoom=80>

The Nursing Department will not accept any letters that are not on this form. **Recommenders must be:** academic teacher, guidance counselor or work supervisor. Please have your recommender sign and date the form and place the form in a sealed envelope; the recommender needs to sign the back of the envelope as well.

(C) Official transcripts from

- a. High school, or GED
- b. College/University/Trade School
  - i. We do not require an official PDCCC transcript; *however*, the department requires official transcripts from another VCCS school

(D) Passing Kaplan Entrance Exam Results for the Current Year (Fall 2017 for Advanced Placement Program) and (Fall 2017/Spring 2018 for ADN/PN Program), passing scores are **45%** or higher on each of the 5 components

- a. Note: Advanced Placement Applicants; you can retake your Kaplan Entrance Exam again in the Fall 2017 semester; your testing dates have to be at least 6 weeks apart with the last date to test is November 10, 2017; deadline to receive complete application packets: November 17, 2017.
- b. Note: ADN/PN Applicants; you can retake your Kaplan Entrance Exam in the Spring 2018 semester; you cannot take the Kaplan Entrance Exam more than 2x within an application period.

(E) Verification that you attended one of the mandatory advising/information sessions; the 'admit one' ticket available to attendees of the Advising session.