



COLUMBIA GORGE
COMMUNITY COLLEGE

Associate of Applied Science Degree in Nursing

2015-16 PROGRAM ADMISSIONS PACKET

Mark your calendar for the following important dates:

Application Deadline:

Thursday, March 12, 2015 at 3:00pm

Mandatory Activities:

Proctored Essays: April 16-17, 2015

Interviews: April 30-May 1, 2015

Mandatory Meeting: June 4, 2015

Columbia Gorge Community College

The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211



2015-16 Nursing Admissions Packet

Thank you for your interest in the Columbia Gorge Community College (CGCC) Nursing program.

CGCC's Nursing program is a career ladder program offering a Practical Nursing Certificate (48 credit hours) and an Associate of Applied Science Degree in Nursing (98 credit hours). The Nursing program is both exciting and challenging; designed to prepare graduates for a career that is professionally and personally fulfilling. The Nursing faculty and program advisors are committed to helping students succeed.

Nursing is a demanding field and admission to nursing programs is a competitive process. We strongly encourage you to meet with an advisor to help you with your educational plan, read through the application materials thoroughly, and talk to nurses in various healthcare settings.

Success in the program requires a strong commitment and may pose unique personal as well as academic challenges. The Nursing program is full-time and requires significant study time; it is difficult for students to work significant non-school work hours.

A student who has successfully completed NUR 110 and subsequently fails or withdraws from a course later in the program is not eligible to apply for admission to NUR 110 as that course has already been completed.

Admission Requirements

Applicants to the Nursing program must meet the following requirements:

- Completion of all program prerequisites and supporting coursework with a letter grade of "C" or better. The required prerequisites must be completed within the past five years. (See Required Prerequisites section of this packet.)
- Submission of official (unopened) college transcripts for all courses that are to be considered in the awarding of points demonstrating a cumulative GPA of 3.00 or greater. A transcript for all classes taken at CGCC will be produced by Student Services and placed in your application packet; however, you must indicate CGCC on the application form as one of the colleges attended. If you are a CGCC student and have taken classes at Portland Community College (PCC) since fall 2013, you must request an official transcript from PCC.
- Completion of all required forms, including CGCC Admissions form. A checklist of required documents is provided as part of the application packet.

Note: It is very important to meet with an advisor in planning for application to the program to ensure all requirements are completed by the application deadline.

Required Prerequisites

All program prerequisites must be completed with a letter grade of "C" or better. The required prerequisites must have been completed within the five years prior to the application deadline and no later than the end of winter term 2015. Applicants may submit a request to waive the time-frame (available in this packet). **If your writing and/or math were taken prior to winter 2010, you must submit a placement test showing placement into WR 121 and MTH 111.** For repeated courses, the recent grade will be used.

- **BI 231 Anatomy and Physiology** – BI 231 must be completed with a grade "C" or better within the five years prior to the application deadline and no later than winter term 2015. The entire sequence of anatomy and physiology is required for the nursing program.
- **CH 104 Allied Health Chemistry OR CH 121 General Chemistry I** – CH 104 OR CH 121 must be completed with a grade "C" or better within the five years prior to the application deadline and no later than winter term 2015. (General principles of chemistry, including atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws are covered).

- **MTH 95 Intermediate Algebra** – Completion of MTH 95 or higher level math course for which MTH 95 is a prerequisite with a grade “C” or better within the five years prior to the application deadline and no later than winter term 2015. If the math prerequisite course was taken prior to winter 2010, the applicant must place into MTH 111 on a placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
- **WR 121 English Composition** – Completion of WR 121 or higher level writing course for which WR 121 is a prerequisite with a grade “C” or better within the five years prior to the application deadline and no later than winter term 2015. If the writing prerequisite course was taken prior to winter 2010, the applicant must place into WR 121 on the placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.

Basic Computer Literacy

The CGCC Nursing program does not require a computer science prerequisite, however, success in a nursing program requires that students be computer literate, including at least word processing, use of spreadsheets and web searches. Students with no computer experience should discuss with an advisor ways to remediate this competency prior to entering the nursing program.

Application and Admission Process

- Applicants will submit a complete application packet including official transcripts through fall 2014, all required forms and a \$50.00 non-refundable Nursing application processing fee to the Student Services Office by the **application deadline of 3:00 p.m., March 12, 2015.**

Official transcripts with prerequisites and supporting coursework taken winter term 2015 must be received at CGCC no later than April 2, 2015. Official transcripts will not be accepted after April 2, 2015. If official transcripts recording winter 2015 grades are not received by April 2, 2015, the application will be considered incomplete.
- After the application deadline, admissions staff will evaluate each application for completeness and eligibility.
- All applicants will be assigned a secured cgcc email account. A letter will be sent to your physical address providing you with directions to access this account for future correspondence.
- Applications will be evaluated using a weighted point scale based on completed coursework and residency. The top 60 scoring applicants will be invited to schedule a proctored essay. After essay scores are added to the total score, the recalculated top 40 scoring applicants will move on to an interview process.
- Up to twenty four (24) students will be accepted. A maximum of ten (10) alternates will also be chosen. In case of a tie when scoring is completed, preference will first be given to veterans or spouse of a veteran. If there is still a tie, CGCC district residents will receive preference, followed by residents of Klickitat County, Washington, prerequisite GPA, and lottery.
- Three points for residency will be awarded to the following:
 1. Applicants who reside in Hood River, Sherman, or Wasco counties in Oregon and Klickitat or Skamania counties in Washington.
 2. Out of district residents who have completed 30 credits or more at CGCC including prerequisite courses and other supporting coursework.

NOTE: Applicants must reside in the above-mentioned for ninety (90) days PRIOR TO APPLICATION as verified by the required Declaration of Residency and supporting documentation (see page 9).
- Notification of final admissions status will be mailed to each applicant no later than May 7, 2015. Wait listed applicants will be notified of any change to their admissions status as space becomes available.

Admissions Point System

The following courses are awarded points in the application process to the Nursing program. It is strongly advised that students preparing for application complete as many of the supporting courses as possible. This will benefit applicants in two ways: it will allow them to receive points in the application process for the completed courses and it will allow them to reduce the amount of credits taken each term while in the program. For repeated courses, the most recent grade will be used.

Eligible applicants will be assessed according to the following point system:

Courses	Point Values
1. Prerequisites: Points will be awarded for the exact prerequisite course or its equivalent. 300 and 400 level courses will not be used to meet prerequisites unless they are equivalent to the required prerequisites.	
BI 231, (CH 104 or CH 121), MTH 95, WR 121	A=4, B=3, C=2 points
2. Supporting: These courses are required for the LPN certificate and the Associate of Applied Science Degree in Nursing.	
BI 232, 233, 234	A=4, B=3, C=2 points
3. Completion of BI 231, 232, & 233	5 points
4. Recommended (OPTIONAL): These courses have been identified as enhancing the knowledge base as it relates to the topics within the Nursing program. These courses are optional but will be awarded points in the application process if passed with a grade of "C" or better.	
(CH 105 or CH 122), (CH 106 or CH 123), FN 225, MP 111	A=4, B=3, C=2 points
5. General Education Courses Required for the LPN Certificate and Associate of Applied Science Degree in Nursing	
PSY 201A, PSY 215, Social Science elective, Sociology elective, Arts and Humanities elective	C or better = 2 points
6. Essay: The top scoring 60 applicants will be invited to schedule a proctored essay. (April 16-17, 2015)	10 points maximum
7. Interview: After adding the essay scores to overall score, the top scoring 40 applicants will move on to the interview process (April 30-May 1, 2015)	10 points maximum
8. Residency: Points for residency will be awarded as follows:	
CGCC District (Hood River, Sherman or Wasco counties in Oregon) and Klickitat or Skamania counties in Washington	3 points
Out of District students who have completed at least 30 credit hours at CGCC, including prerequisite courses and other supporting coursework	3 points

Upon Acceptance

Notification of final admissions status will be mailed to each applicant no later than May 7, 2015. Upon notification of admission or waitlist, students must indicate in writing by the stated deadline their intention to enroll, or their position will be given to the next person on the waitlist. Students accepted into the CGCC Nursing Program for fall 2015 will be required to pay a **\$100 non-refundable deposit** and submit proof of payment along with their acceptance form and proof of having begun the Hepatitis B immunization series by Thursday, May 21, 2015 to hold their place in the program. This deposit will be applied toward fall 2015 tuition.

Following is a list of key things that will be required by the Nursing Department after acceptance into the program:

- All forms, requirements (including immunizations*) and further information will be provided during a mandatory meeting, June 4, 2015 for all accepted students and waitlisted students.
- Admitted and waitlisted students must complete Nursing 60 with a "C" grade or better. Nursing 60 is offered summer term 2015.
- A criminal history background check and sex offender check (form for authorization provided by nursing office). *If you have been convicted of a felony, please be advised that this conviction may prevent your placement in clinical training and/or from obtaining a license to practice within the field. If you believe your past history may interfere with one of the aforementioned things, you should contact the appropriate state board of Nursing or the program director. If you have questions about disqualifying crimes, please visit www.osbn.state.or.us. A felony conviction and/or a positive drug test may be cause for dismissal from the Nursing program.*

Nursing Program Curriculum

Summer Term: NUR 60 Nursing Success Strategies 3 credits

NUR 60 is a prerequisite course taken in the summer term following acceptance to the Nursing program.

Year One

Fall Term

NUR 110	Nursing I: Fundamentals of Nursing	9 credits
PSY 201A	Intro to Psychology, Part 1	<u>4 credits</u>
		13 credits

Winter Term

BI 232	Human Anatomy & Physiology II	4 credits
NUR 111	Nursing II: Care Across the Lifespan	9 credits
PSY 215	Human Development	<u>4 credits</u>
		17 credits

Spring Term

BI 233	Human Anatomy and Physiology III	4 credits
NUR 112	Nursing III: Obstetrics & Chronic Healthcare	9 credits
BI 234	Microbiology	<u>5 credits</u>
		18 credits

Year Two

Fall Term

NUR 210	Nursing IV: Psychiatric & Complex Acute Care	9 credits
	Nursing Program Elective**	4 credits
	General Education Electives	<u>4 credits</u>
		17 credits

Winter Term

NUR 211	Nursing V: Emergent Healthcare	9 credits
	Nursing Program Elective**	4 credits
	General Education Elective	<u>4 credits</u>
		17 credits

Spring Term

NUR 212	Nursing VI: Preceptorship	8 credits
	Nursing Program Electives**	<u>8 credits</u>
		16 credits

*There are costs related to required immunizations.

** Nursing Program Electives: any course from the General Education/Discipline Studies List. Minimum of 4 credits in Arts and Letters; 8 credits in Social Science, 4 of which are Sociology.

NOTICE: Clinicals may be held in the following sites or locations: The Dalles, Hood River, Goldendale, White Salmon and CGCC Rural Clinical Simulation Center. Students are responsible for transportation.

Estimated Cost of Nursing Program

Year One

Tuition and service fee for NUR 60, 110, 111, 112 (30 credits)	\$3,030.
Tuition and service fee for 21 additional required credits ¹	\$2,121.
Textbooks	\$1,655
Program Fees	\$2,700.
Stethoscope (\$55, \$79, \$99 or \$150) & student supplies	\$ 150.
Uniform (2 sets of Pants & Top and 1 Lab Coat)	\$ 180.
TOTAL FIRST YEAR COSTS	\$9,144.

Year Two

Tuition and service fee for NUR 210, 211, 212 (26 credits)	\$2,626.
Tuition and service fee for 24 additional required credits ²	\$2,424.
Textbooks	\$ 291.
Program Fees	\$2,700.
TOTAL SECOND YEAR COSTS	\$7,465.

COMBINED FIRST AND SECOND YEAR COSTS **\$16,609.**

¹BI 232, BI 233, BI 234, PSY 201, PSY 215

²Two social science electives, two general education electives, one sociology elective, and one communication elective.

Miscellaneous costs: Watch with ability to count seconds, shoes (no open heels or exposed toes), immunization status verification, etc. Detailed information to be provided at mandatory meeting prior to NUR 60.

Financial Aid and Scholarship Information

Financial aid assistance is available by contacting the Financial Aid office, at 541-506-6021 or financialaid@cgcc.edu.

Tuition Scholarships are offered by the Columbia Gorge Community College Foundation. Applications are available online at <http://www.cgcc.edu/financial-aid/scholarships> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Disability Resources Advisor at 541-506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

Accreditation Statement

Columbia Gorge Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
[425-558-4224](tel:425-558-4224)
www.nwccu.org

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact:

Employment: Robb Van Cleave, Chief Operating Officer, The Dalles Campus, Building 2, Room 2.422, Phone: 541-506-6151

Educational Programs and Student Programs, Activities & Services: Lori Ufford, Chief Academic & Student Affairs Officer, The Dalles Campus, Building 2, Room 2.191 Phone: 541-506-6031

****CGCC reserves the right to modify/change elements of the admission selection process on an annual basis.**



Nursing Program Application Checklist

Applications must be turned in no later than 3:00 p.m. on Thursday, March 12, 2015. **Partially completed packets will not be accepted by the CGCC Student Services Office.**

Each year is a new process. All required documents must be submitted with the exception of official transcripts already on file.

A complete Nursing Application Packet consists of the following **required** items:

- ☐ CGCC Admissions Form for **new** CGCC students. Must be completed online at www.cgcc.edu/admissions.
- ☐ Nursing Program Application
- ☐ Declaration of Residency and supporting evidence
- ☐ \$50.00 non-refundable application fee. Attach receipt or check to application packet.
- ☐ **Official** unopened transcripts from all accredited colleges or universities which contain courses required by the nursing program must be on file at CGCC by the application deadline. A transcript for all classes taken at CGCC will be produced by Student Services and placed in your application packet; however, you must indicate CGCC on the application form as one of the colleges attended. If you are a CGCC student and have taken classes at Portland Community College (PCC) since fall 2013, you must request an official transcript from PCC.

The following required prerequisite classes must have been completed with a "C" grade or higher within the five years prior to the application deadline and no later than winter term 2015:

- | | |
|--|---|
| <input type="checkbox"/> BI 231 | <input type="checkbox"/> CH 104 or CH 121 |
| <input type="checkbox"/> MTH 95 or higher* | <input type="checkbox"/> WR 121, 122, or 123* |

*NOTE: If your Math 95 and/or Writing 121 was taken prior to winter 2010, you must take the Compass placement test and place into **Math 111 and/or Writing 121**. Test scores must be submitted with your application.

- ☐ Compass Test: Submit test results if Math 95 and/or WR 121 was taken prior to winter 2010.

Use this check sheet to indicate you have completed all the requirements for consideration into the nursing program. **REMEMBER THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE APPLICATION PACKET IS COMPLETE.**

I certify that I have read and fully understand the 2015-16 CGCC Nursing Program admissions packet.

Printed Name

Signature

Date



THIS FORM MUST BE INCLUDED IN APPLICATION PACKET



2015-16 Nursing Program Application

Name: _____
Last First MI

Former names: _____

Have you previously applied to the CGCC Nursing Program? ☐ Yes ☐ No

If yes: What year?: _____ Under what name did you apply? _____

Address: _____ City/State/Zip: _____

How long at current address: _____ years Email: _____

Phone number(s): _____
Day Evening Cell

Are you a veteran or spouse of a veteran? ☐ Yes (Please submit proof of veteran status with application) ☐ No

High School Attended: _____
High School Name City State Year Graduated

Colleges or Universities Attended:

Name of school	City, State	Years Attended	Enrolled Winter 2015	Credits	Degree
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Columbia Gorge Community College reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and/or health care community.

1. Have you ever been charged or convicted of a misdemeanor or felony? ☐ Yes ☐ No
2. Have you ever been found guilty, except for insanity mental disease defect, etc., or not guilty by reasons of insanity, mental disease, defect, etc., in any proceedings in which you were charged with a misdemeanor or felony? ☐ Yes ☐ No
3. Have you ever been dismissed from employment for cause? ☐ Yes ☐ No
4. Have you ever been dismissed from any college or university, including nursing school? ☐ Yes ☐ No

If the answer to any of the above questions is "Yes," on a separate sheet of paper please indicate the crime or dismissal involved, any sentence imposed, and the year(s), state, and country in which the legal proceedings took place. Should the answer to any of the above questions become "Yes" between submission of this application and an accepted applicant's enrollment at Columbia Gorge Community College, the individual before enrollment must inform the Chief Academic & Student Affairs Officer.

I certify that the information is true and that this application has been completed without evasion or misrepresentation. If it is found to be otherwise, I understand it is cause for rejection or dismissal. You have my permission to consult my employer and/or educational institution as listed.

Applicant's Signature

Date

A \$50.00 non-refundable fee must accompany application.

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Columbia Gorge Community College is an equal opportunity educator and employer.



Nursing Program Application

Declaration of Residency

For permanent residents of Oregon and Washington

In order to establish residency preference, nursing program applicants must have maintained permanent residence in Oregon or Washington. A resident is defined as someone who lived in Oregon or Washington for **90 continuous days** immediately prior to the application date. Permanent residence is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time.

Complete the residency information below and provide documents from **Category 1 AND Category 2** to prove your residency status.

ALL documents must be dated and must contain your name and permanent address establishing your permanent residence for three consecutive months prior to submission of the Nursing application. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

CATEGORY 1	CATEGORY 2
<ul style="list-style-type: none">Pick one document type from the list below.Provide 3 copies of that document - one for each of the 3 months prior to the date you apply. <p>Example: If you apply in March, you must provide copies of the document for December, January, & February.</p>	<ul style="list-style-type: none">One copy of any of the documents listed below for a total of one document for this category.
Rent or Mortgage receipts with your resident address and dates of occupancy (rental agreements are not acceptable).	Oregon or Washington Driver's License
Utility statements (water, power, home phone, cell phone) showing resident address.	Oregon or Washington Vehicle Registration with your resident address.
Local bank account statements showing resident address	Oregon or Washington State Income Tax return (for previous year) with resident address
Credit card statements showing resident address	Oregon or Washington Voter Registration.
Documents proving you own Oregon or Washington property and that this property is your primary residence	Valid Oregon or Washington Hunting/Fishing license.

Name _____ Phone _____

Please list all addresses you have lived at for the time period involved.

Street _____ City _____ State _____ Zip _____

Street _____ City _____ State _____ Zip _____

List the type of document you are submitting for each category to verify your permanent address.

Category 1 _____
1 copy for each month ☐ Month 1 ☐ Month 2 ☐ Month 3

Category 2 _____
1 copy

I certify by my signature that the above information is a true and accurate statement of my residency.

Signature _____ Date _____



Nursing Program Request for Prerequisite Time-Frame Extension

The following documents must be submitted with this form:

- Official transcript indicating course completion or degree, and a copy of placement test as necessary.
- Letter stating why a time-frame extension request would be appropriate.

We will consider your request to waive the time-frame for the following classes:

BI 231 (Anatomy and Physiology, 4 quarter credits): requires a Bachelor's degree or higher in a biological science.

CH 104 or CH 121 (General Chemistry I, 5 quarter credits): requires a Bachelor's degree or higher in Chemistry.

Name: _____ Date: _____

Address: _____

Phone: _____

Requesting time-frame extension for:

	College/University where taken	Date Taken	Quarter credits	Semester Credits	Grade
BI 231					
CH 104 or CH 121					

All time-frame extension requests will be evaluated by the Nursing Admissions Committee on an individual basis. You will be notified by mail within 30 days from receipt of request form and documentation. *We strongly encourage you to submit request as early as possible relative to the admission deadline.* Extensions are only valid for the school year in which submitted.

For Office Use Only

Date Request Received _____ Meeting Date _____

☐ Request Approved

☐ Request Denied (reason) _____